

CITY OF PORT ALBERNI - MEETING SCHEDULE

MONDAY, APRIL 25, 2016

1:30 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Wed. May 4 7:00 pm	Alberni Valley Heritage Commission Meeting <i>@ Alberni Valley Museum</i>	OPEN MEETING
Thurs. May 5 4:30 pm	Food Security and Climate Disruption Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
Mon. May 9 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, APRIL 25, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

A. APPROVAL OF AGENDA (including introduction of late items)

The deadline for agenda items is 12 noon on the Wednesday before the scheduled regular meeting. Acceptance of late items is at the discretion of Council.

1. Late items identified by Councillors.
2. Late items identified by the City Clerk.

That the agenda be approved as circulated with the addition of late items as outlined.

B. ADOPTION OF MINUTES - Page 12

1. Special Meeting held at 1:15 pm, Regular Council Meeting held at 7:00 pm on April 11, 2016 and Special Meeting held at 2:00 pm on April 12, 2016.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics of relevance to City Council. A maximum of four speakers for no more than three minutes each will be accommodated.

D. DELEGATIONS

1. ADSS - Social Studies 11 - Page 26

In attendance to discuss their work towards creating a No Smoking in Vehicles Bylaw.

2. Lynne MacFadgen, Regional Director, Continuing Education and Training, North Island College

In attendance to provide an overview and highlights of the education/training needs and opportunities identified at the recent Alberni Valley Learning Council planning forum.

3. Gillian Trumper & Hugh Grist, Alberni Valley Community Foundation

In attendance to provide information regarding the Alberni Valley Community Foundation and its initiatives.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.

1. Accounts

That the certification of the Director of Finance dated April 25, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. City Clerk – Public Hearing Report – April 11, 2016 - Page 32

That the report of the Public Hearing held April 11, 2016 regarding Bylaws #4899, #4900, #4901, #4902 and #4903, be received.

3. City Engineer – Gertrude Street Bridge Construction Update - Page 36

Report dated April 19, 2016 providing an update on the Gertrude Street Bridge Widening Project and requesting Council's approval to reallocate Gas Tax Funds planned in the 2017 Capital Budget to account for extra costs.

That the report from the City Engineer dated April 19, 2016, be received and Council for the City of Port Alberni allocate funding in the amount of \$141,500 from 2017 Gas Tax Funds to the extra expenditures required on the Gertrude Street Bridge Widening project and that projects identified in the 2017 five year financial plan be re-evaluated during the budget process.

4. City Clerk – Assignment of Corporate Administration - Page 38

Report dated April 19, 2016 from the City Clerk regarding assignment of corporate administration duties in the absence of the City Clerk.

That the report from the City Clerk dated April 19, 2016, be received.

That in the absence of the City Clerk, the responsibility of corporate administration be assigned to the Deputy City Clerk/Communications Coordinator.

5. City Clerk – Alberni Valley Community Forest

That Council for the City of Port Alberni appoint Erin Watkins to replace Stan Kujala as a Director of the Alberni Valley Community Forest Corporation effective May 9, 2016, representing the Sproat Lake Electoral Area as nominated by Penny Cote, ACRD Director, Area 'D'.

6. Current Status Report - Page 39

That the Current Status Report be received.

7. Managers' Monthly Reports

Providing information about current departmental operations.

RCMP Department - Page 44

That the monthly reports from the RCMP providing information about current departmental operations, be received.

Engineering Department - Page 47

That the monthly report from the City Engineer providing information about current departmental operations, received.

Community Services (Parks, Recreation & Heritage) - Page 48

That the monthly report from the Community Services Director providing information about current departmental operations, be received.

Economic Development - Page 53

That the monthly report from the Economic Development Manager providing information about current departmental operations, be received.

*** Recess ***

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.

1. "Tax Rates 2016, Bylaw No. 4905"

That "Tax Rates 2016, Bylaw No. 4905" be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4905.

2. "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" - Page 54

Report dated April 21, 2016 from the City Clerk submitting a road closure bylaw for council's consideration of introduction and three readings.

That the report dated April 21, 2016 from the City Clerk, be received.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896", be now introduced and read a first time.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896", be read a second time.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No.4896", be read a third time.

That staff be directed to advertise the City's intention to adopt "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" at its May 9, 2016 Regular meeting of Council in accordance with Community Charter provisions.

3. "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906" - Page 58

Report dated April 18, 2016 from the Deputy Fire Chief providing a copy of the Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906

That the report dated April 18, 2016 from the Deputy Fire Chief, be received.

That "Fire Control Bylaw, 2015, Amendment No. 1(Outdoor Burning), Bylaw No. 4906", be now introduced and read a first time.

That "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906", be read a second time.

That "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906", be read a third time.

H. CORRESPONDENCE FOR ACTION

All correspondence addressed to the Mayor and Council by an identifiable citizen is included on an Agenda. Action items are those asking for a specific request of Council and will be provided a response.

1. Matthew Pearson - Page 64

Letter dated April 5, 2016 requesting Council consider amending "Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893" and "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894".

That the letter dated April 5, 2016 requesting Council consider amending "Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893" and "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894", be received

Council direction required.

2. Truck Loggers Association (TLA) - Page 70

Membership application received April 11, 2016.

That Council for the City of Port Alberni confirm associate membership in Truck Loggers Association at the annual cost of \$385.00 + GST (\$404.25).

3. Melissa Shiplack - Page 72

Letter dated April 8, 2016 expressing concern regarding the overcrowding at West Coast General Hospital.

That the letter dated April 8, 2016 expressing concern regarding the overcrowding at West Coast General Hospital, be received and the letter forwarded to Dr. Brandon Carr, President and Chief Executive Officer of Island Health.

4. Port Alberni Friendship Centre - Page 73

Letter received April 13, 2016 requesting letters of support for their CORE funding to keep their centre operating and for the Urban Partnership Program which funds their Youth Employment Program.

That the letter received April 13, 2016 requesting letters of support for their CORE funding and for the Urban Partnership Program which funds their Youth Employment Program, be received and Council provide letters of support as requested.

5. BC Transit - Page 76

Letter dated April 14, 2016 enclosing the 2016-2017 Annual Operating Agreement.

That the letter from BC Transit dated April 14, 2016, be received and the Mayor and Clerk be authorized to sign the 2016-2017 Annual Operating Agreement.

6. BC Transit - Page 90

Letter dated April 18, 2016 inviting participation in the GradPass program which allows graduating Grade 12 students to ride the bus free of charge for any two consecutive days of their choice in June 2016.

That the letter dated April 18, 2016 inviting participation in the GradPass Program which allows graduating Grade 12 students to ride the bus free of charge for any two consecutive days of their choice in June 2016, be received and approved.

I. PROCLAMATIONS

1. Alberni Valley Hospice Society/Ty Watson House - Page 91

Letter dated April 14, 2016 requesting that May be proclaimed as "National Hospice Palliative Care Month in the Alberni Valley"; and advising of their fund-raising events including the "Black Ty Gala" on May 28, 2016.

That the letter dated April 14, 2016 from the Alberni Valley Hospice Society be received and Council proclaim the month of May, 2016 as "National Hospice Palliative Care Month in the Alberni Valley".

2. Steelworkers Local 1-85 - Page 92

Letter dated April 5, 2016, requesting that the City of Port Alberni fly the National Day of Mourning Flag at half-mast on April 28, 2016 and throughout the week out of respect for workers who have died on the job.

That the letter from the Steelworkers Local 1-85 dated April 5, 2016, be received; the observance and Proclamation of the "National Day of Mourning" on April 28th be recognized as requested.

3. Walk for Alzheimer's Day

Request that May 1, 2016 be proclaimed as "Walk for Alzheimer's Day" (registration at Glenwood Centre at 9:30 am, walk at 10:30 am).

That May 1, 2016 be proclaimed as "Walk for Alzheimer's Day" in Port Alberni.

4. PacificCARE Child Care Resource & Referral - Page 93

Letter dated April 19, 2016 requesting that May be proclaimed as "Child Care Month" in Port Alberni.

That the letter dated April 19, 2016 from PacificCARE Child Care Resource & Referral be received and Council proclaim the month of May, 2016 as "Child Care Month" in Port Alberni.

J. INFORMATIONAL CORRESPONDENCE

Correspondence which provides information to Council but does not make a specific request or topics that are not relevant to city services and responsibilities are included.

1. Richard Kudra - Page 95

Email dated April 7, 2016 providing his views and information regarding cannabis.

2. Paul Hasselback, Medical Health Officer - Island Health - Page 98

Letter dated April 6, 2016 indicating that Local Health Area (LHA) Profiles will be available online in due course at http://www.viha.ca/mho/stats/lha_profiles.htm.

3. City of Burnaby - Page 99

Copy of a letter dated April 6, 2016 to the Union of British Columbia Municipalities requesting they petition the Minister of Finance to undertake a Provincial review of the Homeowner Grant Program to determine a more equitable distribution across all regions of the Province.

4. Ministry of Community, Sport and Cultural Development and Minister Responsible for Translink - Page 106

Letter dated April 8, 2016 advising that they hope to meet with local governments and stakeholders over the coming months to discuss the impacts of companies such as Uber, Lyft and Airbnb to consumers, communities and existing service providers. Comments can also be emailed to CSCD.Minister@gov.bc.ca.

5. Vancouver Island Regional Library - Page 108

E-mail dated April 13, 2016 attaching its latest edition of "From the Board Table".

6. Ombudsperson - Page 114

Report received April 15, 2016 providing a copy of Files Closed from January 1 to March 31, 2016.

7. Catalyst Paper Corporation - Page 116

Letter dated April 12, 2016 enclosing its sustainability report for 2015. (Note: Report in "Reading File").

8. Seniors Advisory Committee - Page 117

The minutes of the February 11, 2016 meeting.

9. BC Assessment - Page 119

Letter dated April 18, 2016 advising that BC Assessment has sent 6098 requests for information through the mail to property owners within our community and are providing a *Frequently Asked Questions* guide regarding property data updates and validations that they are seeking from property owners.

10. Franklin River Crew - Page 121

Press Release dated April 18, 2016 expressing concern regarding the rate dispute between Island Pacific Logging and Western Forest Products which has placed Franklin River Crews out of work for the past four months.

11. Ray Lawson, General Manager, TELUS Vancouver Island - Page 122

Email dated April 19, 2016 announcing TELUS WISE (Wise Internet and Smartphone Education) which is offered free of charge to all Canadians providing internet and smartphone safety.

12. BC Government and Service Employees' Union (BCGEU) - Page 125

Letter dated April 14, 2016 expressing concern regarding the sale of alcohol beverages in grocery stores and encouraging a one kilometer distance rule bylaw for all alcohol beverage retailers.

13. Elections BC - Page 127

Letter dated April 18, 2016 advising that District Electoral Officers will begin contacting community hall, recreation centres, fire halls, public libraries and other municipal facilities to confirm their availability in advance of the May 9, 2017 Provincial Election.

That Informational Correspondence items numbered 1 through 13 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

An opportunity for the Mayor or Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings.

N. QUESTION PERIOD

An opportunity for the public and the press to ask questions of the Mayor and Council.

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, APRIL 11, 2016 AT 1:15 PM
IN THE CITY HALL COMMITTEE ROOM**

PRESENT: Mayor Ruttan, Councillors McLeman, Minions, Paulson and Washington

REGRETS: Councillor Sauvé

STAFF: Davina Hartwell, City Clerk

It was moved and seconded that:

That Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

Section 90(1)(c) labour relations or other employee relations;

Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan



Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, APRIL 11, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan; Councillors Alemany, McLeman, Minions, Paulson, Sauvé and Washington

The next item added to the basic emergency supply kit being prepared in advance of the coastal exercise in June was a cell phone and charger.

A. APPROVAL OF AGENDA (including introduction of late items)

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 1:00 pm and Regular Council Meeting held at 7:00 pm on March 29, 2016, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

None.

D. DELEGATIONS

1. Juanita Currie/Jessica Burns

Provided information regarding the Autism Support Community and Child & Youth Mental Health noting April is Autism Awareness Month; May 2-8 is Mental Health Awareness Week.

It was moved and seconded:

That Council for City of Port Alberni proclaim April as Autism Awareness Month and May 2-8, 2016 Mental Health Awareness Week in Port Alberni.

CARRIED

E. UNFINISHED BUSINESS

Councillor Paulson declared a perceived conflict of interest due to the nature of his employment with the Alberni Valley Bulldogs and left the meeting at 7:20 pm.

**1. Director of Finance – Port Alberni Junior Hockey Society/Bulldogs
Accounts Receivable**

It was moved and seconded:

That the report from the Director of Finance dated April 5, 2016, be received.

CARRIED

Councillor Paulson returned to the meeting at 7:20 pm.

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated April 11, 2016 be received and the cheques numbered 134663 to 134784 inclusive, in payment of accounts totalling \$455,291.61, be approved.

CARRIED

2. City Clerk - Special Occasion Licences

It was moved and seconded:

That Council for the City of Port Alberni endorse Special Occasion Liquor applications for 2016 as reviewed March 31, 2016 providing all the provisions of the provincial liquor licensing requirements are met and the applicants notified accordingly.

CARRIED

3. City Clerk – Harbour Quay Lease – Spirit Square

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Spirit Square at the Alberni Harbour Quay with Gwen Lowe and Beth Larsen for conducting a Crafters' Market for a five month term commencing May 1, 2016 at the current monthly rent of \$75.00 per month plus GST (\$393.75 for the term).

CARRIED

4. Director of Community Services – Alternate Delivery Model for Museum and Heritage Services

It was moved and seconded:

That the report from the Director of Community Services dated April 6, 2016, be received and Council for the City of Port Alberni agree to permit the Director to form a steering Committee to determine an appropriate model to operate the City's Museum, that committee to give a final report to Council no later than November 1, 2016.

DEFEATED

It was moved and seconded:

That the report from the Director of Community Services dated April 6, 2016, be received, and Council for the City of Port Alberni appoint Councillor Washington (Council representative on the Heritage Commission) to the Steering Committee engaged to develop a work plan and process to determine the appropriate delivery model for delivery of museum and heritage services.

CARRIED

**5. Director of Community Services – Community Investment Program (CIP)
2016 – Late Request**

It was moved and seconded:

That the report from the Director of Community Services dated April 6, 2016, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni approve the request from the BC Fire Training Officers Association Conference local organizing committee for a cash grant of up to \$500.00 for transportation costs during the upcoming Provincial Conference in Port Alberni.

CARRIED

6. City Planner – Development Permit No. 15-02 (3033 – 3rd Avenue)

It was moved and seconded:

That the report dated April 5, 2016 from the City Planner regarding consideration of an application for Development Permit No. 15-02 to facilitate construction of a new mixed use building at 3033 – 3rd Avenue, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni approve Development Permit No. 15-02 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:

- a. Drawing No. DP - 1 – Site Plan***
- b. Drawing No. DP - 2 – Elevations Front and Rear***
- c. Drawing No. DP - 3 – Elevations Right and Left***
- d. Drawing No. DP - 4 – Floor Plan 1st and 2nd***
- e. Drawing No. DP - 5 – Floor Plans 3rd to 5th***
- f. Drawing No. DP - 6 – Roof Plan***
- g. Drawing No. DP - 7 – Landscape Plan***

CARRIED

7. City Planner - Development Variance Permit No. 89 – 3820 - 10th Avenue

It was moved and seconded:

That the report dated April 1, 2016 from the City Planner regarding proposed Development Variance Permit No. 89, be received and Council proceed with consideration of the Development Variance Permit.

CARRIED

The Mayor provided introductory remarks.

The City Planner provided background information regarding the application by summarizing his report dated April 1, 2016.

There was no correspondence.

There was no late correspondence.

There was no public input.

There were no questions from Council.

It was moved and seconded:

That Development Variance Permit No. 89 to vary section 5.21.2 Site Development, for the Rear Yard Setback from 6 metres to 2.8 metres, a variance of 3.2 metres for the property located at 3820 - 10th Avenue, be authorized by City Council on April 11, 2016.

CARRIED

8. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

9. **Managers' Monthly Reports**

Planning Department

It was moved and seconded:

That the monthly report from the City Planner providing information about current departmental operations, be received.

CARRIED

G. **BYLAWS**

1. **"Five Year Financial Plan Bylaw 2016-2020, Bylaw No. 4904"**

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2016-2020, Bylaw No. 4904", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4904.

CARRIED

2. **"Tax Rates 2016, Bylaw No. 4905"**

It was moved and seconded:

That the report dated April 5, 2016 from the Director of Finance, be received.

CARRIED

It was moved and seconded:

That "Tax Rates 2016, Bylaw No. 4905", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Tax Rates 2016, Bylaw No. 4905", be read a second time.

CARRIED

It was moved and seconded:

That "Tax Rates 2016, Bylaw No. 4905", be read a third time.

CARRIED

It was moved and seconded:

That the City of Port Alberni look at reducing the tax rate for Private Managed Forest Lands.

CARRIED

It was moved and seconded:

That the City of Port Alberni look at reducing the tax rate for farm lands.

CARRIED

3. City Clerk - April 11, 2016 Public Hearing Report

It was moved and seconded:

That the verbal report of the Public Hearing held April 11, 2016 regarding Bylaws #4899, #4900, #4901, #4902 and #4903, be received.

CARRIED

"Official Community Plan Amendment No. 19 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4899"

It was moved and seconded:

That "Official Community Plan Amendment No. 19 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4899", be read a third time.

CARRIED

"Zoning Text Amendment T8 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4900"

It was moved and seconded:

That "Zoning Text Amendment T8 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4900", be read a third time.

CARRIED

"Zoning Bylaw Map Amendment No. 11 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4901"

It was moved and seconded:

That "Zoning Bylaw Map Amendment No. 11(Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4901", be read a third time.

CARRIED

"Official Community Plan Amendment No. 20 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4902"

It was moved and seconded:

That "Official Community Plan Amendment No. 20 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4902", be read a third time.

CARRIED

It was moved and seconded:

That "Official Community Plan Amendment No. 20 (3532 - 4th Avenue – D. Beecroft), Bylaw No. 4902", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4902.

CARRIED

"Zoning Bylaw Map Amendment No. 12 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4903"

It was moved and seconded:

That "Zoning Bylaw Map Amendment No. 12 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4903", be read a third time.

CARRIED

It was moved and seconded:

That "Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4903", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4903.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Island Corridor Foundation

It was moved and seconded:

That the letter dated April 4, 2016 requesting Council appoint a member to the Island Corridor Foundation Local Government Liaison Committee, be received and Councillor Alemany be appointed to the committee.

CARRIED

2. Alberni Valley Curling Club

It was moved and seconded:

That the letter dated March 24, 2016 requesting financial support to assist with attendance of four members to attend the 55+ Canada Games in Brampton, Ontario, be received and City Pins provided.

CARRIED

3. Alberni-Clayoquot Regional District

It was moved and seconded:

That the letter dated March 23, 2016 requesting Council consider matching any contribution the electoral area directors may contribute from gas tax monies towards the Alberni Valley Regional Airport improvements, be received and discussed at a meeting between the electoral directors and Council.

CARRIED

I. PROCLAMATIONS

1. Child Find BC

It was moved and seconded:

That the letter from Child Find BC dated March 30, 2016 requesting that May be proclaimed as "Missing Children's Month" and May 25th as "Missing Children's Day" in Port Alberni, be received and the month and day proclaimed as requested.

CARRIED

2. Public Works Association of British Columbia

It was moved and seconded:

That the letter dated March 22, 2016 from the Public Works Association of British Columbia requesting that May 15 to 21, 2016 be proclaimed as "National Public Works Week" in Port Alberni, be received and the week proclaimed as requested.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

1. Minister of Environment

Letter dated March 30, 2016 announcing the *Water Sustainability Act* which updates and replaces the old *Water Act* and will better protect stream health, regulate groundwater, address water use during times of scarcity and expand opportunities to participate in decision making processes.

2. Food Security and Climate Change Committee

The minutes of the February 4, 2016 and March 3, 2016 meetings.

3. McLean Mill Advisory Committee

The minutes of the March 10, 2016 meeting.

4. Ombudsperson

Letter dated March 2016 providing a copy of Bylaw Enforcement: Best Practices Guide for Local Governments, designed to be a practical tool officials can use to review and revise local bylaw enforcement programs.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 4 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA

The Mayor announced two promotions within the City's Management Team in accordance with recommendations in the recent Organization and Compensation Review undertaken by Judy Rogers:

Wilf Taekema has been promoted to the newly created position of Manager of Operations.

Jake Martens has been appointed to the newly created position of Deputy City Clerk/ Communications Coordinator.

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

None.

N. QUESTION PERIOD

Neil Anderson, 8th Avenue asked when Council would be finished their review of the Judy Rogers report. The Mayor responded personnel issues are still being considered and should be complete early summer.

In response to a question from Mr. Anderson, the Mayor responded that as much information as possible will be shared on the City's website.

In response to a question from Mr. Anderson, the Mayor advised there will information at the next meeting regarding solicitation of a new CAO.

Mr. Anderson asked about a response to a previous letter received by Council regarding costs of the Judy Rogers report.

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 8:51 pm.

CARRIED

CERTIFIED CORRECT

Mayor


Clerk

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**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, APRIL 12, 2016 AT 2:00 PM
IN THE CITY HALL COMMITTEE ROOM**

PRESENT: Mayor Ruttan, Councillors McLeman, Minions, Paulson, Sauvé and Washington

STAFF: Tim Pley, Acting City Manager/Fire Chief
Davina Hartwell, City Clerk

It was moved and seconded that:

That Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

Section 90(1)(c) labour relations or other employee relations;

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan



Davina Hartwell, City Clerk

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Index to Source of Provisions

ADSS= a proposal by Alberni District Secondary School students in their bylaw

EB= an existing bylaw within Canada

EC= an existing bylaw outside of Canada

CITY OF PORT ALBERNI

BYLAW NO. _____

A Bylaw to Make Smoking Both Tobacco and Marijuana Products in Vehicles Illegal

Whereas clause to be added, reflect background of bylaw.

The Municipal Council of the City of Port Alberni in open meeting assembled enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as **"Smoking in Vehicles Bylaw, 2016, Bylaw No. _____"**.

2. Prohibitions

No owners/occupants of any vehicle shall:

- a) Smoke tobacco or marijuana with passengers in a vehicle;
- b) Smoke tobacco or marijuana in a moving vehicle;
- c) Smoke in a vehicle without proper ventilation;
- d) Keep an ashtray inside a vehicle

3. Requirements

All owners/occupants shall:

- a) Dispose of all ashes immediately after smoking;
- b) Stop a vehicle before smoking while abiding by all other laws and bylaws to do so;
- c) Refrain from smoking with passengers unless ALL other passengers smoke themselves and give consent each time;
- d) Use proper ventilation while smoking to ensure air quality;

4. Obstruction

No person shall hinder, delay, or obstruct in any manner, directly or indirectly, the bylaw or an officer in carrying out the duties and powers of an enforcement officer under this

5. Inspection

An officer may pull a person over at any time for the purpose of ascertaining whether the regulations and requirements of this bylaw are being observed.

6. Offences and Penalties

- a) Any person who violates any provision of this bylaw is guilty of an offence and is subject to a minimum fine of \$50.

7. Severability

If any section or lesser portion of this Bylaw is held to be invalid by a court, such invalidity shall not affect the remaining portions of the Bylaw.

Addendums

- a) Second hand smoke has shown to cause coronary heart disease, stroke, and lung cancer:
 - i. All second hand smoke is unsafe and affects all ages. Therefore, smoking with passengers of all ages should be prohibited.
 - ii. The Canadian Cancer Society states that people exposed to second-hand marijuana smoke may have an increased risk of cancer compared to that of tobacco.
 - iii. Immediate effects to second-hand smoke include eye and throat irritation, headache, cough, dizziness, and nausea.
 - iv. Adults with asthma can experience a decline in lung function while new cases of asthma may be induced in children.
 - v. The National Toxicology Program estimates that at least 250 chemicals in second-hand smoke are known to be carcinogenic or toxic.

b) Enclosed spaces can produce dangerous air quality levels:

- i. With a passenger window fully open in a car travelling at 32 kilometres per hour, continuous smoking will raise the average concentration of second-hand smoke particles to twice the unhealthy level.
- ii. On average, cars have been reported to emit 200 ug of fine particulate matter per-kilometre when warmed up. In contrast, a smoker can emit over 1,000ug of fine particulate matter into the cabin of the car while smoking a single cigarette.
- iii. Canadian researchers found that a single cigarette smoked in a car with its windows closed produce a level of second-hand smoke 11 times higher than the level found in an average bar where smoking is permitted.
- iv. The researchers noted that in the condition with the least airflow (motionless car, window closed) levels of fine respirable particles were over 100 times greater than the Environmental Protection Agency's 24-hour standard for fine particle exposure and 15 times the EPA's "hazardous" rating.

c) Smoking in vehicles causes distraction:

- i. A review of studies on smoking and car safety found that smokers have an increased risk of being involved in motor crashes and actual distractions caused by that act of smoking is a likely factor.
- ii. A burning cigarette or marijuana joint that has fallen into the driver's lap might lead to panic-like reactions.
- iii. A Taiwanese study examining the risk of injury for drivers who smoke found that smoking almost doubled car death risk. Smoking was associated with at least one in five male injury deaths.

d) Other countries' smoking laws:

- i. Smoking in vehicles is banned in states and cities of Hawaii, Indiana, Kansas, New Jersey, New York, and Alabama.
- ii. Bhutan completely outlaws tobacco since 2008.

- iii. Niue, Iceland (prescription only), New Zealand, Finland, Singapore, and Tasmania are working towards being smoke-free.
- iv. A study in 2007 showed that 54% of Americans wanted to outlaw all public smoking.
- v. The 2015 YouGov poll revealed that 59% of adults in England agreed that smoking should be banned in all cars.
- vi. A YouGov poll in 2015 found that 85% of adults in England agreed that smoking should be banned in cars carrying children younger than 18 years of age.

e) Human rights:

- i. The Universal Declaration of the Rights of a Child states that mankind owes to the child the best it has to give.
- ii. The Universal Declaration of the Rights of a Child states that children are entitled to grow and develop in health.
- iii. The Universal Declaration of Human Rights states that everyone has the right to a standard of living adequate for the health and well-being.

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Friday, April 15, 2016

Attention: Nicole, Julia, Pharyn, T'yanna and Kadin

President
Jan Lavertu

1st Vice President
Kris Patterson

2nd Vice President
Brad Minton

Secretary
Sarah Jones

Treasurer
Deb Haggard

Past President
Teresa Bird

Directors
Bob Kanngiesser
Nicole Mitchell
Neil Malbon
Cherie Williams
Rebecca Palmer
Bill Brown
Cindy Solda

Executive
Director
Bill Collette

Ms. Anne Ostwald
Teacher
Alberni District Secondary School
4000 Roger Street
Port Alberni, BC
V9Y 0B1

Dear Students:

We are very pleased to learn of your plans to present a bylaw draft to the City of Port Alberni.

As you may know the Alberni Valley Chamber of Commerce represents more than 300 local businesses and through that relationship we are the primary spokespeople for the Business Community.

Each and every business survives on Customer relationships and as you can appreciate a big part of that is the initial impression that one receives. It is logical then that 'X' Business, no matter what their product or service is, would appreciate a welcoming environment that is free of both tobacco and marijuana presence.

You can absolutely count on the full support of the Alberni Valley Chamber of Commerce and by default your bylaw is endorsed by the entire Business Community.

Thank you for your initiative and good luck with your presentation to City Council.

Yours truly,
ALBERNI VALLEY CHAMBER OF COMMERCE


Bill Collette
Executive Director

**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, APRIL 11, 2016
AT 6:00 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO
PROPOSED AMENDMENTS TO THE OFFICIAL COMMUNITY PLAN BYLAW AND
ZONING BYLAW**

PRESENT: **Council:** Mayor Ruttan (Chair)
 Councillor Alemany
 Councillor McLeman
 Councillor Minions
 Councillor Paulson
 Councillor Sauvè
 Councillor Washington

City Staff: Tim Pley, Acting City Manager
 Davina Hartwell, City Clerk
 Scott Smith, City Planner

Members of the Public: 9

The Chair explained the Public Hearing procedures for the meeting.

**Part A - Applicant: C. Bowerman, Development Application for Burde Street -
Phase 2 of Uplands Subdivision**

A1. Description of the Application

The City Clerk provided a summary of the application:

C. Bowerman is applying to amend the Official Community Plan and the Zoning Bylaw to facilitate the subdivision of property on Burde Street into approximately 67 residential parcels. This is Phase 2 of the Uplands Subdivision.

The proposed bylaws are:

- "Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899"
- "Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900"
- "Zoning Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901"

A2. Background Information from the City Planner

The City Planner provided background information regarding the proposed amendments by way of summarizing his report of April 6, 2016, attached hereto and forming part of this report.

A3. Correspondence
None

A4. Late Correspondence Regarding the Matter

G. Savegnago – letter dated April 8, 2016 listing a number of issues of concern (attached hereto and forming part of this report).

A5. Input from the Public regarding the Bylaw

Ms. McLellan, 2881 Burde Street asked that Council think about how wide the road is noting there is not enough room if cars are parked alongside of the road. She also commented on big trucks completely blocking the road during the first phase of construction leaving no way around.

Bruce Stelmacher, Burde Street expressed the same concerns regarding traffic noting it is a busy street. He also commented on the safety issue of houses facing Burde and suggested road access to the rear of those properties to allow access from garages fronting Burde Street.

Mr. Garcia, Lyall Point Crescent commented on the amount of traffic and other vehicles noting it is a dangerous road. He stated he was not opposed to more housing and asked if there was anything in the plans for a road extension to Redford Street to relieve traffic. He also commented on water pressure and concerns that it may be further reduced with more houses coming online.

Sara Toms, 32nd Avenue requested Council consider extending the sanitary sewer line to the existing residential streets east of the new development.

Neil Talbot, 32nd Avenue commented on the proposed access onto Burde Street and whether there were any plans to change the grade and improve sight lines.

A6. Questions from Council:

In response to questions from Council:

- The City Planner advised that bike lanes as part of the Active Transportation Plan can be reviewed at the detailed engineering stage.
- With regards to water pressure, the City Planner advised this issue will need to be addressed with the City Engineer.
- There has been no discussion regarding responsibility for cost of trail realignment but the amount will be relatively small.

- New playground equipment will be installed that meets today's standards
- The sidewalk along Burde Street of the existing development will be extended to the new development
- Traffic calming options will be considered to find an appropriate solution

Part B - Applicant: Dave Beecroft as agent for L. Terryberry for 3532 - 4th Avenue

B1. Description of the Application

The City Clerk provided a summary of the application:

Dave Beecroft as agent for L. Terryberry is applying to amend the Official Community Plan and the Zoning Bylaw to facilitate the re-construction of a single family dwelling at 3532 4th Avenue.

The proposed bylaws are:

- "Official Community Plan Amendment No. 20 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4902"
- "Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4903"

B2. Background Information from the City Planner

The City Planner provided background information regarding the proposed amendments by way of summarizing his report of April 1, 2016, attached hereto and forming part of this report.

B3. Correspondence

None

B4. Late Correspondence Regarding the Matter

None

B5. Input from the Public regarding the Bylaw

None

B6. Questions from Council:

In response to a question from Council, the City Planner advised that tax rates are based on use, eg. if a property is used for commercial purposes, commercial tax rates apply, if residential then residential rates apply.

7. Calling for any Further Input:

The Chair asked for any further input from the public. There was none.

The Chair called a second time for input. There was none.

The Chair asked for input for a third and final time. There was none.

8. Closing Remarks by the Chair:

The Chair made closing remarks on the matters of the public hearing.

It was moved and seconded:

That the Public Hearing terminate at 6:40 pm.

CARRIED

Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held April 11, 2016 regarding:

- "Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899"
- "Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900"
- "Zoning Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901"
- "Official Community Plan Amendment No. 20 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4902"
- "Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4903"



Davina Hartwell
City Clerk

MEMORANDUM

Date: April 19, 2016
To: Tim Pley, Acting City Manager
From: Guy Cicon, City Engineer
cc: Davina Hartwell, City Clerk
Wilf Taekema, Streets Superintendent
Cathy Rothwell, Director of Finance

I concur, forward to next Regular
Council Meeting for Consideration:



Tim Pley, Acting City Manager/
Fire Chief

RE: Gertrude Street Bridge Construction Update

Issue:

To provide City Council with an update on the Gertrude St Bridge widening project and to receive City Council's approval to reallocate Gas Tax Funds planned for expenditure in the 2017 Capital Budget to account for extra costs on the Gertrude Street Bridge Widening project over Kitsuksis Creek.

Background:

The Gertrude St bridge widening project was approved in the City's 2015 – 2019 Five Year Financial Plan with a budget of \$250,000. The original scope of the project included:

1. Removing the timber wheel guard rails and sidewalk
2. Extending the timber substructure and installing 2 steel girders for the length of the bridge.
3. Resurfacing the bridge
4. Installing a railing and guard rail on each side of the bridge for cyclists.

A tender process was completed in October 2015. The tender was awarded to the lowest bidder, K&G Installations. Subsequent to the award of the tender, additional work was identified, resulting in an increase in project costs.

On December 14, 2015 City Council passed the following motion:

That the City Engineer's report dated December 1, 2015 be received and Council for the City of Port Alberni apply the underspent funds of \$100,000 from the 2015 Small Capital Storm Mains budget to the extra expenditures required on the Gertrude Street Bridge Widening project.

The additional work items that were identified after the project was awarded to the successful bidder were:

Revised pier timber support for girders	\$2,750
City costs to relocate Fortis gas line	\$50,700
Rebar epoxy coating	\$5,500
Addition of abutment channels and replacement of deteriorating ballast wall timbers	\$24,000
Contingency for further unknowns	\$15,000
Total:	\$97,950

Discussion:

Since the December 1, 2015 report and subsequent to the start of project works, additional work items have arisen. These items and associated costs are identified below:

Natural Gas line support works (temporary and permanent)	\$20,000
Precast Concrete Panel connection brackets	\$17,200
Asphalt surface removal and wood deck repairs	\$6,000
Installation of the new ballast wall timbers, drainage and structural backfill	\$59,900
Professional Structural Engineering support	\$24,500
City Works project support	\$13,900
Total:	\$141,500

A summary of the final projected costs for the Gertrude Street bridge over Kitsuskis Creek are:

Bridge widening Budget estimate	\$250,000
Extra work identified to December 1, 2015	\$97,500
Final additional extra work	141,500
Total:	\$489,000

An additional \$141,500 over the current approved budget is required to complete the project. It is recommended that the City allocate Gas Tax funds currently identified for project spending in 2017. The projects that have been identified in the 2017 budget will be re-evaluated in the 2017 budget review process.

The Gertrude Street bridge widening project is the first major bridge project the City has undertaken since our bridges were built 60 to 70 years ago. The design, cost estimating, and construction approach was similar to a Design/Build project that was managed by the City. The original budget estimate did not adequately account for the complexities associated with such a project. The two major lessons learned on the project are:

1. That a more conventional project delivery method can be used to more accurately identify the project budget and risks. At the project identification stage, invest more resources in complete engineering analysis, design, and cost estimating for budgeting and construction tendering.
2. Recognize that all of the City's bridges are approaching the end of their primary service life and will require capital extensive upgrades or replacements and factored into future financial plans.

Recommendation:

That the report from the City Engineer dated April 19, 2016, be received and Council for the City of Port Alberni allocate funding in the amount of \$141,500 from 2017 Gas Tax Funds to the extra expenditures required on the Gertrude Street Bridge Widening project and that projects identified in the 2017 five year financial plan be re-evaluated during the budget process.

Regards,





CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, Acting City Manager/Fire Chief
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
Jake Martens, Deputy City
Clerk/Communications Coordinator
DATE: April 19, 2016

I concur, forward to next Regular
Council Meeting for Consideration:

Tim Pley, Acting City Manager/
Fire Chief

SUBJECT: Assignment of Corporate Administration

Issue:

Assignment of corporate administration duties in the absence of the City Clerk.

Background:

The Community Charter requires that "one of the municipal officer positions be assigned the responsibility of corporate administration which includes a number of powers, duties and functions" (s. 148). The City Clerk is assigned those responsibilities.

With the recent promotion of Jake Martens to the position of Deputy City Clerk/Communications Coordinator a motion of Council is required to assign those responsibilities to that position in the absence of the Clerk.

Recommendation:

That the report from the City Clerk dated April 19, 2016 be received.

That in the absence of the City Clerk, the responsibility of corporate administration be assigned to the Deputy City Clerk/Communications Coordinator.

Respectfully submitted,

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Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
City Manager					
1	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	City Manager/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – Early 2016	High
2	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	City ownership of property March 23/16. Works planned.	Medium
3	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	HR Manager - Following implementation of return to work program.	Medium
4	Regular Jan 11/16	Report re implications of adopting the Declaration to The Right To A Healthy Environment (FSCCC recommendation)	Goal #3: Environmental Protection	City Manager – May 9	Medium
Clerk's Dept.					
5	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Clerk's Dept./Planning Dept. Order in Council effective July 14, 2014. Bylaws and policies being prepared. (Sept/16)	High
6	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		City Clerk/City Manager/HR Manager	Medium
7	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
8	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
Community Services Dept.					
9	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
10	Special Budget – Feb 23/16	Prepare a report outlining a comprehensive plan for the replacement of the Echo Aquatic and Fitness Centre	Goal #4: Revitalize Economy/Liveability	By end 2016	Medium
11	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans	Low
12	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
Economic Development Dept.					
14	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	RFP extended to June 30, 2016	High
15	Regular Feb 22/16	Prepare and implement Facade Improvement Program (3 rd Ave/lower Johnston/lower Argyle) (\$50k first year)	Goal #4: Revitalize Economy/Liveability	April 25, 2016 regular meeting – EDM Report	High
16	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	High
17	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	Report from EDM in September regarding recent meetings. Visitor Experience Survey Report Dec. 14/15 – further meeting to be held	Medium
Engineering Dept.					
18	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	On hold pending further discussions with WFP – high priority?	Medium
19	Special Budget – Feb 23/16	Community Solar	Goal #3: Environmental Protection	Feasibility and implementation plan for single city owned location of solar panel "farm" to sell energy to Grid. \$15,000 allocated in 2016 budget.	Medium
20	Regular Mar 29/16	Report regarding request from Grandview Road residents for walking path on Grandview	Goal #2: Connected Community		Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
21	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	Report in progress	Low
Finance Dept.					
22	Regular April 11/16	Review potential for reduction in tax rates for Private Management Forest Lands and Farm Lands			Low
Fire Dept.					
22	Regular July 27/15	Amend Fire Control Bylaw to reflect full year round backyard burn ban commencing April 16, 2016	Goal #3: Environmental Protection	Fire Dept./Clerk's Dept. - Spring 2016	Low
Planning Dept.					
23	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium
24	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium
25	Regular Dec. 14/15	Formation of a "Seniors Housing Stakeholders Initiative" to direct resources at Prov, Fed or Municipal levels for seniors housing projects.	Goal #5 Responsive Government	Include considerations in AVCSI letter to Council Jan 25/16. \$10,000 financial support allocated in 2016-2020 5 Year Plan	Medium
26	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability	Report May 2016	Medium
27	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government	June 2016	Medium
28	Regular Mar 29/16	Report regarding implications/ steps involved in renaming Gertrude/Stamp/3 rd Avenue	Goal #2: Connected Community		Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
29	Regular Jan. 11/16	Prepare draft Call for Proposals for the development of approximately 8 hectares (or less) of land adjacent to Westporte Place, for Council's consideration.	Goal #4: Revitalize Economy/Liveability	In progress	Low
30	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
31	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Not a strategic priority		Low
32	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners.	Goal #3: Environmental Protection	Recommendation from the FSCDC to create 3 rebate programs: Oil to Electric, Energy Audit, and Energy Retrofit Half-the-Tax Challenge. \$30,000 allocated in draft 2016 budget.	Low

Organizational Structure Review (adopted by Council February 9/16)			
	Council Direction:	Assigned To:	Target Completion Date:
1	Parks & Facilities Maintenance divisions become function of Public Works – Facilities Ops Supv and Parks Ops Supv report to designated Public Works Supt.	CAO/Director of Community Services	May 1, 2016
2	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 Interviews week of April 18 th
3	Identify pool of senior exempt staff to act in City Manager's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016
4	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016 (Complete April 2016) Wilf Taekema promoted to Manager of Operations – announcement made April 11, 2016
5	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 2016 (Complete April, 2016) Jake Martens promoted to Deputy City Clerk/ Communications Coordinator – announcement made April 11, 2016.
6	Expand role of Fire Chief to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement	Fire Chief	September 30, 2016
7	Pursue shared service opportunities with ACRD	CAO	In progress - Meeting with ACRD Board April 20 th , 2016
8	Update City's succession plan	CAO/Mgr Human Resources	September 30, 2016
9	Review non-tax revenue opportunities (incl. review of all external contracts – best practices from other local govt's and input from working group	CAO/Director of Finance	November 1, 2016
10	Review non-core services that could be provided by different level of gov't or could be discontinued	CAO	November 1, 2016
11	Work with community and partners to determine alternate service delivery model for museum and heritage services – proposed work plan to be completed	CAO/Director of Community Services	July 1, 2017 In progress - Councillor Washington appointed to Stakeholder group.

Respectfully Submitted



Tim Pley - Acting City Manager/Fire Chief



CITY OF PORT ALBERNI

Royal Canadian Mounted Police (RCMP) REPORT

TO: Tim Pley – Acting City Manager FILE
FROM: Staff Sergeant Dave Paddock – Acting Department Head (RCMP)
COPIES TO: City Clerk – Davina Hartwell
DATE: April 12, 2016

SUBJECT: City of Port Alberni Departmental Report

ISSUE: March 2016 RCMP report to Mayor and Council

DISCUSSION:

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during March 2016. I have included an update on policing activities thus far in 2016 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month:

- Officers received and responded to 765 calls for service in the City of Port Alberni.
- Assault files dropped again this past month which is a positive trend.
- There was a slight drop in property crime with the arrest of some prolific offenders in Port Alberni and surrounding communities.
- Our new Crime Prevention Officer is now media trained and has resumed the Crime of the Week Program with Peak Radio.
- As per council's request, our Call Manager has been tasked with providing the Community Policing Office with copies of the Crime Map for use by the COPs.

March marked the end of the Port Alberni RCMP's 2015/16 Annual Performance Plan. The focus was:

- **Crime Reduction:** Reduce the impact and prevalence of crime. We conducted over 1300 curfew checks and nearly 400 street checks.
- **Mental Health:** Increase awareness and decrease the impact of mental health in calls for service. We established good partnerships with mental health experts.
- **Visibility/engagement:** Engagement with community and patrols. We conducted over 1000 foot patrols and participated in over 25 community events including Raise a Reader road hockey, Guns and Hoses, Totem and other similar events.
- **Traffic:** Increased road safety through focus on Provincial traffic offences and impaired driving. We wrote over 2000 provincial tickets and forwarded criminal code charges on nearly 70 impaired drivers.

The following resolution is proposed:

That the monthly report from the RCMP providing information about current departmental operations be received.

Respectfully submitted:

Staff Sergeant Dave Paddock
Acting OIC Port Alberni RCMP Detachment

Detailed Crime - 2016 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	55	34	26										115
Relationship Violence	11	7	10										28
Thefts	78	82	50										210
Break and enter	13	11	11										35
Mischief	63	46	43										152
Drugs	11	11	30										52
Provincial Traffic	38	47	58										143
Criminal Code Traffic	17	15	15										47
Motor Vehicle Incidents	9	19	18										46
Calls for Service	770	671	765										2206

8 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	676	621	528	539	547	451	468	509	4339
Relationship Violence	193	149	127	87	118	78	86	129	967
Thefts	1258	1101	963	896	936	814	813	810	7591
Break and enter	374	263	246	308	198	245	256	236	2126
Mischief	631	581	456	480	500	480	470	589	4187
Drugs	390	282	219	326	298	275	258	222	2270
Provincial Traffic	858	832	851	814	697	759	737	852	6400
Criminal Code Traffic	278	272	290	288	248	223	204	254	2057
Motor Vehicle Incidents	360	326	254	253	253	231	239	242	2158
Calls for Service	12018	10666	9961	10455	9830	9712	9726	9797	82165

?

2008 – 2015 Averages

Assault	542
Relationship Violence	121
Thefts	949
Break and Enter	266
Mischief	523
Drugs	284
Provincial Traffic	800
Criminal Code Traffic	258
Motor Veh. Incidents	270
Calls for Service	10270



CITY OF PORT ALBERNI

ENGINEERING DEPARTMENT HIGHLIGHTS OF DEPARTMENTAL ACTIVITIES MARCH 2016

PUBLIC WORKS

- **Gertrude Street Bridge Widening:**
 - a. Precast concrete panel installation
 - b. Replacement of the 200mm diameter watermain
 - c. Road barrier installation
 - d. Expected bridge opening - April 23, 2016
- **Argyle and Kingsway Capital Improvements:**
 - a. Boulevard and sidewalk installation on Argyle Street - 50 meters
- **Cemetery:**
 - a. 2 full burials, 2 cremated remains

WATERWORKS

Water Distribution

- Customer Water Service Requests – 12
- 6th Ave – Roger Street to Wallace Street watermain replacement
 - Completed installation of fire hydrants
 - Pressure tested, disinfected and put back into service
- Chlorine system rebuilds at the Bainbridge and Johnston Road pump houses. This is an annual maintenance task.

WASTEWATER/STORMWATER

Sewage Collection

- Customer Sewer Service Requests – 10
- Coal Creek directional drilled sewer installation under 3rd Avenue completed.
- Sewer connection repairs:
 - a) 3048 – 3rd Avenue;
 - b) 2516 – 14th Avenue;
 - c) 5331 – Haslam Road;
 - d) 3836 – 14th Avenue;
 - e) 3921 – Michigan Road;
 - f) 2861 – 12th Avenue.

**Parks, Recreation and Heritage
Director's Report to City Council
Date: April 25, 2016**

The following information is provided for members of City Council as a means of keeping you up to date on current activities, events and projects.

PARKS

Canal Beach – this summer we will be installing an irrigation system at the beach. We have an opportunity for Bowerman Excavating to provide us with fill to assist with the project. The fill will be brought to the site between June 1 – 15 after which the area will be graded and the irrigation system installed. Once the irrigation is installed the area will be seeded and should be useable around mid-August. This will impact the use of the grass area during this time.



Site of Irrigation Project at Canal Beach



Fence installation – Preparing for seasonal play

Harbour Quay Regreening Grant – Jacob Colyn was successful in obtaining a \$1,000 grant through Tree Canada and BC Hydro's Community ReGreening Program. The grant will be used to replace some trees at Harbour Quay.

FACILITIES

Multiplex – The ice has been removed and lacrosse lines have been repainted. Ice will start to go back in during the last week of June in time for this year's Jr. Prep Camp.

Staff are undertaking their annual maintenance on the refrigeration plant, including removal and inspection of the main brine pumps.

Variable frequency drives (VFDs) have been installed for the two main compressors in the ice plant. These will eliminate the power factor charges from BC Hydro each month and enable more efficient operation of the compressors.





City Hall – Cedar siding is now complete.

Echo Centre – Residing of the front of the pool and canopy entrance will start soon. Materials were purchased last year and we have been waiting for weather and availability of the carpenters.



Lacrosse Box (Recreation Park) – Staff are working with the Minor Lacrosse Association and the Pickleball group to submit an entry to the BCAA Play Now contest. The winning community will receive \$100,000 to refurbish a play area. The Lacrosse Box is a very valuable asset to the community and needs to be completely refurbished. The plan would be to make this a multi-sport surface which could accommodate lacrosse, pickleball, basketball, street hockey and other sports. Future plans would see the basement of Gyro refurbished to provide access to washrooms, a shower and storage of equipment. Staff will continue to seek out grants to ensure the facility is upgraded.



LEISURE PROGRAMS

Youth Programming



Harbourside Swing – our department is partnering with this very successful youth group to ensure the continuation of the very popular swing dance program.

Youth Leadership Group – this group of active youth are busy planning several events for their peers. Activities will include two major events this summer and several smaller ones.

Youth Busking at the Harbour Quay – We are currently working on a youth 'busking' program for the Quay. Youth will audition and receive a 'license' for a time and place in which they can busk.

Get Outside BC – This year we're happy to partner with the Canadian Parks and Wilderness Society to bring a youth leadership-outdoor recreation program to the Alberni Valley. Get Outside BC is a program aimed at connecting youth to the outdoors in a meaningful and sustainable way, and giving them the capacity to inspire others to spend more time in the outdoors. Our department will bring together a group of 10-15 local youth to discover their passion for the outdoors and share it with their community. This summer, Port Alberni will be the location of one of three summits in BC provincial parks, where youth will engage in leadership training, networking, mentoring and community event planning. After the summit, our local chapter will return to plan and host our own outdoor events throughout the year to encourage more youth to get outside.

Promotions and recruitment will begin soon and the Youth Leadership Summit will be scheduled for July (exact date TBD).

Summer Programming – Our Summer Leisure Guide will be available May 9th. This is also the start of registration for all summer programs. There will be a number of new programs taking place this summer

- **Gyro Recreation Park Playground Program** – will be reduced from 5 days a week to 3 days – Tuesday, Wednesday and Thursday.
- **Mobile Playground Program** – each Friday the Playground Program will be taken to a different neighbourhood.
- **Super Summer Saturdays** – at the Harbour Quay.
- **New Registered Programs** include:
 - Camp Splish, Splash
 - Splash Zone
 - Camp Roots
 - Kidzart and Play
 - Byte Camp – Introduction to Coding
 - Sports Exploration Camp
 - Valley Views and more...



AV Museum & Heritage Network Report – March 23 – April 19, 2016

- AVM – March 31 – hosted the PAMHS Maritime Heritage Evening – see PAMHS section below.
- AVM – April 10 – second showing for Film Fest – *The Lady in the Van* – attracted even more viewers than the first one – 423 – so the program, including the final showing on April 24 – *Rams* – is generating significant revenue in support of the educational and outreach programs of the AV Museum. Thanks are due to Education Curator Shelley Harding, and the volunteer Film Fest Committee, who have made this possible.
- AVM – April 15 – hosted the Buddies Program, in which Grade One students from Maquinna Elementary are partnered with local seniors in a four-part program of cross-generational connection. At this session, the participants explored and discussed old and new toys and games as well as doing an “eye spy” tour of the Museum.

AVM – ongoing:

- Packed and shipped the objects returning to the Maritime Museum of BC that had been borrowed for the “Pirates” exhibit – departed on April 18.
- Work proceeds on research, design, and preparation for *Vacationland: Pleasurable Diversions in the Alberni Valley* – the summer exhibit for the AV Museum. The Parks carpenters built a display unit & wall for a lodge exhibit & staging the McLaughlin Buick, volunteers at the IHC prepared the car for exhibit, photo murals were prepared and printed as a major feature of the exhibit, and walls were prepared with paint and wallpaper sections to define exhibit zones.



The introductory panel for the new exhibit at the AV Museum – “Vacationland” – April 19, 2016.



The McLaughlin-Buick prepared by Mike Hobson, of the WVHHS, for inclusion in the “Vacationland” exhibit. Photo courtesy of David Hooper.

- Preparation is increasing in anticipation of the 14th Annual Regional Heritage Fair, with over 100 students registered, to be hosted by the AV Museum May 6-7.
- Museum birthday parties remain popular, with six held in the last four weekends.
- The staffing process is under way for two summer students for the Museum, following our successful grant application.

Heritage Commission:

- April 6 meeting continued to discuss Heritage Commission responses to City Council's directive to change the operating model of the AV Museum.
- The Commission agreed to proceed with some other achievable priorities for 2016 – to develop and install plaques on the buildings on the Heritage Register, and to develop an insert dealing with heritage for distribution to VIRA members to include with listing materials

WVHHS

- Work proceeds on the Number 7 locomotive, as well as other trucks & machines, in advance of the start of the 2016 season.
- Mike Hobson of the WVHHS has prepared the 1913 McLaughlin-Buick "Mayor's Car" for inclusion in the "Vacationland" exhibit at the AV Museum.

McLean Mill & APR

- The Board of Management continues to direct and implement development at the entry to the site, including trail and landscape development, a signage program, the development of a gift shop in the former Steam Pot Café, and the conversion of the Visitor Centre into a food service facility/restaurant.
- The BOM is concentrating on promotion and delivery of the Number 7 Challenge event, to be held May 1, 2016, at which the entry development will be unveiled to the public and media.



The Entry to McLean Mill NHS, showing some of the development done under the Direction of the BOM, April 2016. Photo courtesy of David Hooper.

Port Alberni Maritime Heritage Society

- Held a successful Maritime Heritage Evening at the AV Museum on March 31, with over 70 people enjoying the presentations on "Paddle Wheelers on the Yukon" by Wayne Loiselle and Robert Turner.
- Ken Watson has joined the Board of Directors of PAMHS.
- A permanent part-time Coordinator position has been filled, both to increase off-season openings of the MDC, and to assist in the operations of the Society.



CITY OF PORT ALBERNI ECONOMIC DEVELOPMENT MANAGER

Monthly Report to City Council April 25th, 2016

Brief Update on Selected Work from March 29th to present

Façade Improvement Program

- Lori Camire at Community Futures has done the research required to arrive at suitable criteria for this program
- She has also identified a number of factors that make for a successful program and is putting both loan program and architectural assistance in place for this
- We will be implementing the program over May and June

Where Is Here

- The cultural mapping program sponsored in part by Vancouver Island University resulted in 29 videos from 26 local residents on Saturday April 9th
- This number exceeded each of that done by Courtenay and Nanaimo
- The videos should be posted within the next two weeks and then members of the community will be invited to add their own video of place at a convenient time
- Thanks to Economic Development Assistant Stephanie Stevens for coordinating our 'end' of the initiative
- Thanks to Char's Landing and Twin City Brewing for serving as the respective Uptown and Lower Johnston Road base of operations

Marketing Port Alberni

- We are going to launch a contest to get one or more locals involved in developing content (i.e. videos, pictures and blog) for social media platforms for the purpose of influencing potential visitors
- We have begun a series of meetings with marketing firms and ad agencies with the intent of developing a humorous campaign addressing the negative aspects of our community's image

District Energy Project

- Discussions with Island Health about a joint venture District Energy System are continuing
- Both the physical and financial aspects of the system are looking positive

Grant Applications

- Economic Development Assistant Stephanie Stevens assisted in preparing the City's grant application for improvements to biking infrastructure
- The Chamber has now submitted a grant application for the 2017 Tri-Conic event; financial assistance for that application came from the economic development office

West Coast Aquatic Stewardship Centre

- A soft opening for the Alberni Aquarium & Stewardship Centre takes place May 1st in conjunction with the #7 Challenge

Pat Deakin, Economic Development Manager



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, Acting City Manager
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
Scott Smith, City Planner
Cathy Rothwell, Director of Finance
DATE: April 21, 2016

**I concur, forward to next Regular
Council Meeting for Consideration:**

**Tim Pley, Acting City Manager/
Fire Chief**

SUBJECT: Road Closure Bylaw – 4065 McBride Street

Background

The City has received a request to exchange a portion of road adjacent to 4065 McBride Street as shown on the attached Figure 2. The process to be followed has been indicated to and accepted by the property owner.

Council is now asked to consider introduction and three readings of the Bylaw that will close and remove the dedication of that portion of the road. Following third reading, notice will be provided to the public that the City intends to adopt the Bylaw at its regular meeting on May 9, 2016. Council will have the opportunity to consider all input before final adoption of the bylaw and before proceeding with disposition of the property and amalgamation with Lot 1, District Lot 112, Alberni District, Plan VIP65723, except Plan VIP70425 (4065 McBride).

Recommendation

"Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" is submitted for consideration of introduction and three readings.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" be now introduced and read a first time.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" be read a second time.

That "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" be read a third time.

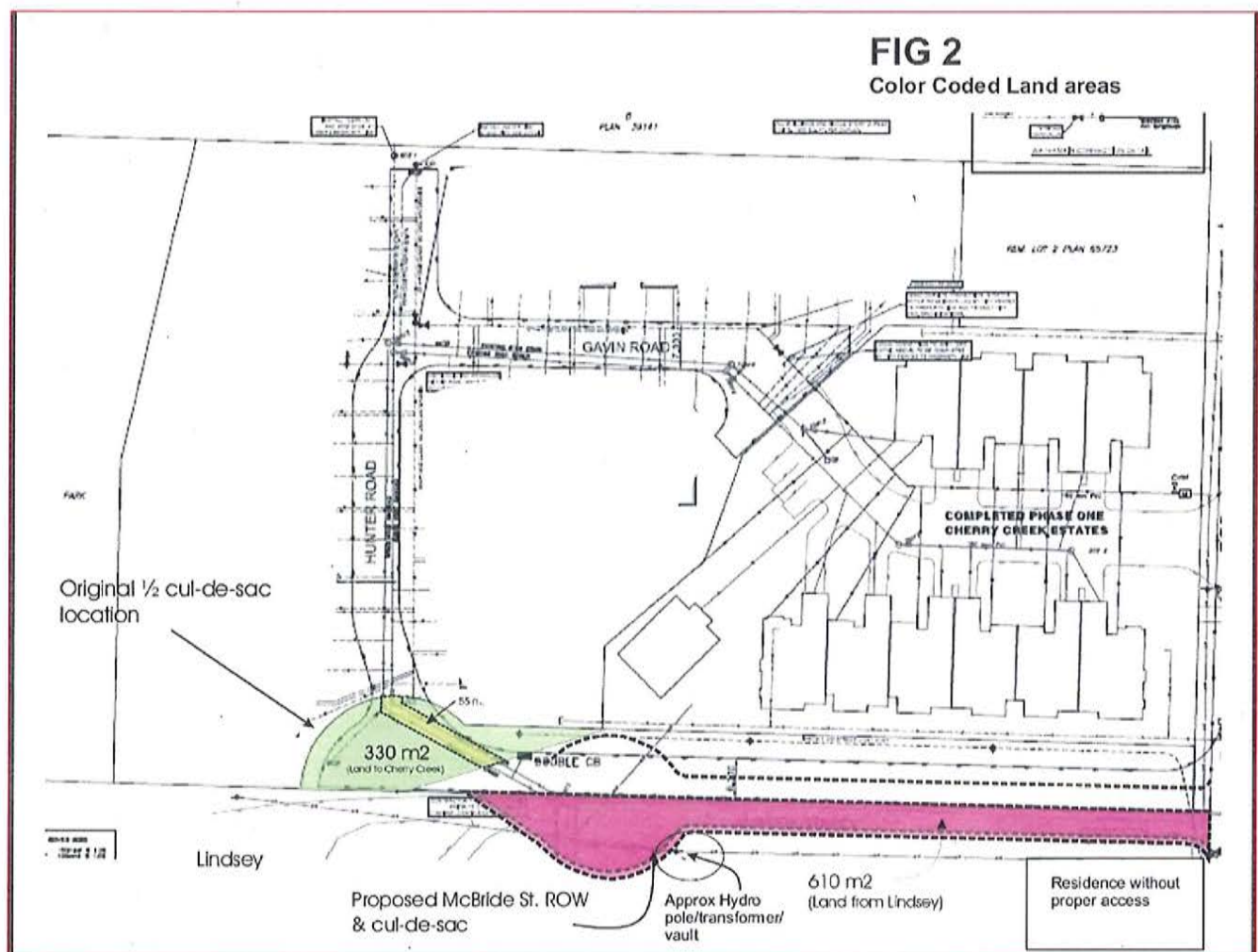
That staff be directed to advertise the City's intention to adopt "Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896" at its May 9, 2016 Regular meeting of Council in accordance with Community Charter provisions.

Respectfully submitted

Davina Hartwell

Davina Hartwell
City Clerk

* * * *



J:\Engineering\Planning\Development Applications\Variance\VAR-2015\DVP86-McBrideSt\RoadclosurebylawcouncilmemoApril2016.doc

CITY OF PORT ALBERNI

BYLAW NO. 4896

A BYLAW TO CLOSE AND REMOVE THE DEDICATION OF A PORTION OF ROAD
ADJACENT TO 4065 McBRIDE STREET

WHEREAS pursuant to Section 40 of the *Community Charter*, RSBC 2003, the Council may by Bylaw close and remove the dedication of all or a portion of a highway.

NOW THEREFORE the Council of Port Alberni in open meeting assembled, enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Portion of Road Closure Adjacent to 4065 McBride Street and Removal of Dedication Bylaw No. 4896**".

2. Highway Abandonment

That from and after the passage of this Bylaw, the portion of the Road as shown outlined in bold on the reference plan EPP60345 certified by Sims Associates, BCLS, designated as Schedule "A", attached hereto and forming part of this bylaw, shall be forever closed to traffic and the dedication removed.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

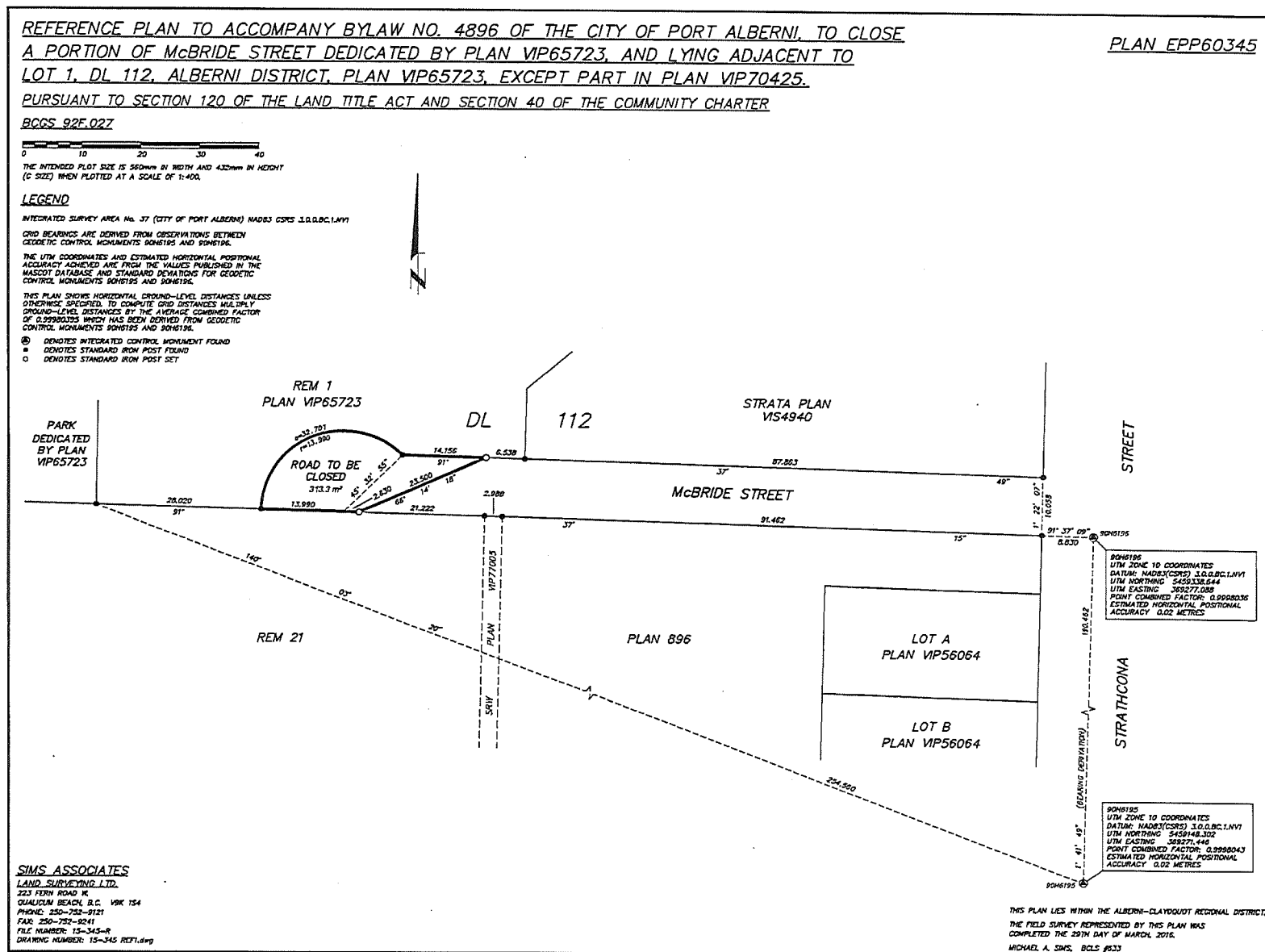
PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

SCHEDULE "A" OF PORTION OF ROAD CLOSURE ADJACENT TO 4065 McBRIDE STREET AND REMOVAL OF DEDICATION BYLAW





FIRE DEPARTMENT REPORT

TO: Tim Pley, Acting City Manager/Fire Chief
FROM: Wes Patterson, Deputy Fire Chief
COPIES: Mayor & Council
Davina Hartwell, City Clerk
DATE: April 18, 2016

SUBJECT: Fire Control Bylaw Amendment – Outdoor Burning

ISSUE:

Council's consideration of an amendment to Fire Control Bylaw No. 4876 to institute a complete backyard burn ban year round, commencing April 16, 2016.

BACKGROUND:

Council adopted a new Fire Control Bylaw at a regular meeting on July 27, 2015. This bylaw incorporated and updated provisions of a number of bylaws. Also at the July 27, 2015 regular meeting, Council endorsed the following motion:

That Council for the City of Port Alberni implement a full year round backyard burn ban beginning April 16, 2016.

The current bylaw currently restricts outdoor burning between April 15 and October 15 of each year. An amendment to the Fire Control Bylaw restricting outdoor burning is provided in the attached bylaw.

Recommendation:

That the report from the Deputy Fire Chief dated April 18, 2016, be received.

That Fire Control Bylaw 2015, Amendment No. 1 Bylaw No. 4906 be now introduced and read a first time.

That Fire Control Bylaw 2015, Amendment No. 1 Bylaw No. 4906 be read a second time.

That Fire Control Bylaw 2015, Amendment No. 1 Bylaw No. 4906 be read a third time.

A handwritten signature in black ink, appearing to read "Wes Patterson", is written over a horizontal line.

Wes Patterson
Deputy Fire Chief

CITY OF PORT ALBERNI

BYLAW NO. 4906

A BYLAW TO AMEND

FIRE CONTROL BYLAW, 2015, BYLAW NO. 4876

THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING
ASSEMBLED ENACTS AS FOLLOWS:

1. TITLE

This Bylaw may be cited as "Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906".

2. AMENDMENTS

Fire Control Bylaw, 2015, Bylaw No. 4876 is hereby amended by deleting Section 15 in its entirety and replacing it with the following:

15. OUTDOOR BURNING

- (a) Open air burning is permitted only in strict accordance with the following requirements and conditions:
- (i) no person shall light, or start, or knowingly allow or cause to start or ignite any fire of any kind in open air;
 - (ii) notwithstanding subsections (i), above, and subject to subsections (iii), (iv), (v), (vi), (vii), (viii) and (ix) below, *Campfires* are allowed throughout the year but shall not begin prior to dawn and must be extinguished before 22:00 hours local time;
 - (iii) open air burning must not take place within 3 meters of any grass, shrubbery, or wooden fence or any other *Combustible Material* or within 4 meters of any building;
 - (iv) a competent adult person shall remain in charge at the site of such fire at all times until such fire is extinguished; have a minimum of 8 liters of water or a functioning garden hose capable of reaching and extinguishing the fire;
 - (v) no person shall allow a fire ignited by them to escape from the point of origin, and such person(s) shall be liable for any and all damages caused by said fire and/or all costs of the *Fire Department* extinguishing same;

- (vi) no person shall burn in the open air any manufactured material, including dimensional lumber, or any compostable organic material such as but not limited to grass cuttings, leaves or vegetable matter. Permissible *Campfire* fuels include dry firewood, branches and stems;
 - (vii) no incinerator or other device or appliance, including burn barrels, shall be erected or used outside of the walls of any building;
 - (viii) open air burning is prohibited for land clearing debris, wastes from construction, and building demolition materials;
 - (ix) no visible smoke may leave the property of origin.
- (b) Notwithstanding any of the above, open air burning is allowed where authorized by the *Fire Chief*, for the purposes of reducing hazardous conditions, for *Fire Department* training, or for the good of the *City*.
 - (c) Notwithstanding any of the above, the *Fire Chief* may, at his discretion, suspend any or all outdoor burning for reasons of public nuisance or public safety, including but not limited to, air quality and risk of fire spread, and in such event no person shall carry on open burning within the *City*.

Fire Control Bylaw, 2015, No. 4876 is further amended by deleting Schedule D in its entirety and replacing it with new **Schedule D** attached:

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2016.

Mayor

Clerk

SCHEDULE D

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Obstruction of entry	11(a)	\$200.00
Interference with member entry	11(b)	\$200.00
Obstruction of access	11(c)	\$200.00
Unauthorized entry	12(a)	\$200.00
Obstruction at assistance response	13(a)	\$200.00
False representation	14(a)	\$200.00
Outdoor fire without authorization	15(a)(i)	\$200.00
Campfire larger than 0.5 metre in diameter	15(a)(ii)	\$200.00
Outdoor fire location	15(a)(iii)	\$200.00
Outdoor fire failure to provide a competent adult	15(a)(iv)	\$200.00
Outdoor fire contrary to time of day	15(a)(v)	\$200.00
Outdoor fire escape from point of origin	15(a)(vi)	\$200.00
Outdoor fire burning of unauthorized material	15(a)(vii)	\$200.00
Campfires contrary to time of day	15(a)(viii)	\$200.00
Outdoor fire of unauthorized appliance	15(a)(ix)	\$200.00
Prohibited burning	15(a)(x)	\$200.00
Outdoor fire producing visible smoke	15(a)(xi)	\$200.00
Outdoor burning during suspension	15(c)	\$200.00

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Failure to maintain fire protection equipment	16(a)	\$200.00
Improper location of pumper connections	16(b)	\$200.00
Pumper connections and protective caps	16(c)	\$200.00
Obstruction to access	16(d)	\$200.00
Identifying signs	16(e)	\$200.00
Sprinkler system	16(f)	\$200.00
Sprinkler system during building demolition	16(g)	\$200.00
Smoke alarms	16(h)	\$200.00
Improper hydrant	17(a)	\$200.00
Unauthorized use of hydrant	17(b)	\$200.00
Tampering with hydrant	17(c)	\$200.00
Unauthorized removal of hydrant	17(d)	\$200.00
Hydrant on private property	17(e)	\$200.00
Hydrant maintenance	17(h)	\$200.00
Activation of fire alarm system	19(a)	\$200.00
Material on roof or balcony	21(a)	\$200.00
Obstruction on roof	21(b)	\$200.00
Obstruction of exits	21(c)	\$200.00
Accumulation of combustible materials	22(a)	\$200.00
Depositing of ashes	22(c)	\$200.00
Depositing of substances likely to ignite	22(d)	\$200.00

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Storage of material that might cause a fire	22(e)	\$200.00
Allowing flammable or toxic liquid into drainage system	22(f)	\$200.00
Parked vehicle where fuel leaking	22(g)	\$200.00
Keeping vacant premises in safe condition	23(b)	\$200.00
Keeping damaged buildings in safe condition	24(a)	\$200.00
Obstruction of Inspection	25(b)	\$200.00
Information required for inspections	25(c)	\$200.00
Withholding or falsifying information	25(d)	\$200.00
Removing or destroying order	29(c)	\$200.00

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RECEIVED

APR 11 2016

CITY OF PORT ALBERNI

Mr. Matthew Pearson
4763 Athol St
Port Alberni, BC

Tuesday April 5, 2016

Proposal to amend Bylaws 4893 and 4894

Thank you, City Council, for doing your best to create a safe, enjoyable community. I congratulate our members on their successful and impressive efforts so shortly into their term. I am requesting consistency and clarification in the office of lawmaking. The City Council of Port Alberni has ratified an amendment which I contend discriminates against the business owners of Medical Marijuana Dispensaries versus other similar medical outlets.

The bylaw as it currently stands indicates that we are regulating marijuana as a recreational substance in spite of it being called a medical dispensary. The government of Canada has ceded on many fronts that marijuana has medical value. If marijuana has medical value, and if there are patients who are mobility-impaired making use of it - the bylaw in contention is in violation of our charter rights. We cannot rightly or justifiably restrict access to that substance that we define as medicine. There should be no barriers further than what we would put on reasonable business etiquette. If the business was noisy, disruptive, or potentially going to cause a flood of complaints from the community, then by all means let us create legislation that prevents such issues. If there have been complaints yet I have not heard of them... and these could easily be handled on a case by case basis as we do with all our other nuisance complaints.

If we were follow the liquor model we have in BC - a more accurate presentation would have to include the many point of sale areas of availability - Restaurants, Pubs, Bars, and soon to be grocery stores. The current bylaw is much stricter on marijuana than alcohol.

If we are treating it the same way as tobacco, there are only age restrictions, and placement according to public land use agreements - not to be sold on public recreational facilities, health facilities, not to be sold within 300 meters of a school.

Why would we limit marijuana more strictly than alcohol or tobacco? A cursory survey of any comparative study will reveal the physical, psychological, and sociologic effects of marijuana to be far less damaging. (**Lachenmeiera & Rehm, 2015**)

Instead we have combined these two laws into a single stricter law than either one and the message we are sending to our youth is clear: legal options for recreational substances are less healthy than illegal ones.

I am requesting clarity and consistency. Our Charter of rights and freedoms guarantees our right to life. To remove availability of a required medicine by which to prevent injury or illness is a direct affront to this principle. I require marijuana for the prevention of migraine headaches. My frequency of painful episodes will increase if I am restricted from access to legal medication. If we are admitting this is a medicine, we must be compelled by the same fundamental principles of justice by which we would regulate a medical supplier. There are more

over the counter deaths in the US than by street drugs (**Paulozzi et al, 2013**). Cannabis certainly enjoys a better reputation for side effects and potential for addiction than many of the other pain medications, opioids and oxycodon to name two that are specifically prescribed and dangerous (**Paulozzi et al, 2013**). If we are not willing to compel pharmacies to maintain a distance of 1000 meters, or to not have an ATM, or to not have mixed use..... all of these are amendments are extraneous and discriminatory.

Recommendations:

Eliminate the amendment to the bylaw requiring 1000 meter distance between the dispensaries. This is the most important discriminatory point on which patients will be adversely affected.

-Allow dispensaries to have an ATM.

-Allow mixed use (food).

-Increase the fines for selling to minors or allowing them on the premises to \$5000. (concession to parents to ensure minors are not involved)

-It would be kind to remove the prohibition on smoking inside. There are many vulnerable and frail patients who do not live in residences allowing them to smoke inside, and for elderly patients this puts them at risk for developing bronchial conditions. This allowance would be conditional: only marijuana smoke, separate room, with an exhaust hood fan etc. There is no evidence of harm from marijuana smoking beyond the minor bronchial irritation which we are already accustomed to (**Tashkin et al, 2013**).

Thank you for your consideration.

Yours truly,



Matthew Pearson

April 5, 2016

References:

[Dirk W. Lachenmeiera](#), and [Jürgen Rehm](#), “Comparative risk assessment of alcohol, tobacco, cannabis and other illicit drugs using the margin of exposure approach”, January 30 2015, published online at [pubmed.com](#)

Paulozzi et al, “Vital Signs: Overdoses of Prescription Opioid Pain Relievers—United States, 1999-2008.”, MMWR 2011; 60: 1-6, also available at [cdc.com/mmwr](#)

Donald P. Tashkin "Effects of Marijuana Smoking on the Lung", Annals of the American Thoracic Society, Vol. 10, No. 3 (2013), pp. 239-247

Comparative risk assessment of alcohol, tobacco, cannabis and other illicit drugs using the margin of exposure approach

[Dirk W. Lachenmeier](#)^{a,1,2} and [Jürgen Rehm](#)^{1,3,4,5,6,7}

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This article has been [cited by](#) other articles in PMC.

Go to:

Abstract

article-meta

A comparative risk assessment of drugs including alcohol and tobacco using the margin of exposure (MOE) approach was conducted. The MOE is defined as ratio between toxicological threshold (benchmark dose) and estimated human intake. Median lethal dose values from animal experiments were used to derive the benchmark dose. The human intake was calculated for individual scenarios and population-based scenarios. The MOE was calculated using probabilistic Monte Carlo simulations. The benchmark dose values ranged from 2 mg/kg bodyweight for heroin to 531 mg/kg bodyweight for alcohol (ethanol). For individual exposure the four substances alcohol, nicotine, cocaine and heroin fall into the “high risk” category with $MOE < 10$, the rest of the compounds except THC fall into the “risk” category with $MOE < 100$. On a population scale, only alcohol would fall into the “high risk” category, and cigarette smoking would fall into the “risk” category, while all other agents (opiates, cocaine, amphetamine-type stimulants, ecstasy, and benzodiazepines) had $MOEs > 100$, and cannabis had a $MOE > 10,000$. The toxicological MOE approach validates epidemiological and social science-based drug ranking approaches especially in regard to the positions of alcohol and tobacco (high risk) and cannabis (low risk).

Vital Signs: Overdoses of Prescription Opioid Pain Relievers --- United States, 1999--2008

this will dynamically write out the report title and date

Weekly

November 4, 2011 / 60(43);1487-1492

On November 1, 2011, this report was posted as an MMWR Early Release on the MMWR website (<http://www.cdc.gov/mmwr>).

Abstract

Background: Overdose deaths involving opioid pain relievers (OPR), also known as opioid analgesics, have increased and now exceed deaths involving heroin and cocaine combined. This report describes the use and abuse of OPR by state.

Methods: CDC analyzed rates of fatal OPR overdoses, nonmedical use, sales, and treatment admissions.

Results: In 2008, drug overdoses in the United States caused 36,450 deaths. OPR were involved in 14,800 deaths (73.8%) of the 20,044 prescription drug overdose deaths. Death rates varied fivefold by state. States with lower death rates had lower rates of nonmedical use of OPR and OPR sales. During 1999--2008, overdose death rates, sales, and substance abuse treatment admissions related to OPR all increased substantially.

Conclusions: The epidemic of overdoses of OPR has continued to worsen. Wide variation among states in the nonmedical use of OPR and overdose rates cannot be explained by underlying demographic differences in state populations but is related to wide variations in OPR prescribing.

Implications for Public Health Practice: Health-care providers should only use OPRs in carefully screened and monitored patients when non-OPR treatments are insufficient to manage pain. Insurers and prescription drug monitoring programs can identify and take action to reduce both inappropriate and illegal prescribing. Third-party payers can limit reimbursement in ways that reduce inappropriate prescribing, discourage efforts to obtain OPR from multiple health-care providers, and improve clinical care. Changes in state laws that focus on the prescribing practices of health-care providers might reduce prescription drug abuse and overdoses while still allowing safe and effective pain treatment.

Effects of Marijuana Smoking on the Lung

Donald P. Tashkin¹

+ Author Affiliations

Corresponding Author: Donald P. Tashkin

Abstract

Regular smoking of marijuana by itself causes visible and microscopic injury to the large airways that is consistently associated with an increased likelihood of symptoms of chronic bronchitis that subside after cessation of use. On the other hand, habitual use of marijuana alone does not appear to lead to significant abnormalities in lung function when assessed either cross-sectionally or longitudinally, except for possible increases in lung volumes and modest increases in airway resistance of unclear clinical significance. Therefore, no clear link to chronic obstructive pulmonary disease has been established.

Although marijuana smoke contains a number of carcinogens and cocarcinogens, findings from a limited number of well-designed epidemiological studies do not suggest an increased risk for the development of either lung or upper airway cancer from light or moderate use, although evidence is mixed concerning possible carcinogenic risks of heavy, long-term use. Although regular marijuana smoking leads to bronchial epithelial ciliary loss and impairs the microbicidal function of alveolar macrophages, evidence is inconclusive regarding possible associated risks for lower respiratory tract infection. Several case reports have implicated marijuana smoking as an etiologic factor in pneumothorax/pneumomediastinum and bullous lung disease, although evidence of a possible causal link from epidemiologic studies is lacking. In summary, the accumulated weight of evidence implies far lower risks for pulmonary complications of even regular heavy use of marijuana compared with the grave pulmonary consequences of tobacco.

Read More: <http://www.atsjournals.org/doi/abs/10.1513/AnnalsATS.201212-127FR#.VwwrRII-jEc>

MEMBERSHIP CATEGORIES AND FEES

INDUSTRIAL MEMBERSHIP

The TLA was formed by industrial members to represent the interests of industrial members and we continue to strive to meet that objective. The TLA industrial members come from all facets of the industry: logging contractors, manufacturers, forest agreement/license holders, brokers and phase contractors are a few examples of what is considered an industrial member. As a general rule of thumb, if you are in the business of harvesting, manufacturing, movement of logs, and/or sale of wood products you qualify as an industrial member. TLA industrial members are eligible to run for election to the TLA Board of Directors and hold voting rights at annual general meetings in terms of policy or by-law changes.

ASSOCIATE MEMBERSHIP

The TLA also welcomes membership from associate companies and organizations. Associate companies are any person, firm or organization who is engaged in work or services allied or associated in any way with the forest industry: equipment companies, insurance brokers, and investment companies are just some examples of our associate members. The TLA associate members have full access to the TLA membership benefits and affinity programs; however associate members do not hold voting rights at annual general meetings in terms of policy or by-law changes or elections. In order to ensure our associate members have a voice, some associate members are invited to participate as non-voting associate board directors.

MEMBERSHIP FEE SCHEDULE

MEMBERSHIP TYPE	NUMBER OF EMPLOYEES	DUES AMOUNT	GST 5%	TOTAL PAYABLE
Associate	Any Number	\$385.00	\$19.25	\$404.25
Industrial	1 to 4	\$385.00	\$19.25	\$404.25
Industrial	5 to 10	\$860.00	\$43.00	\$903.00
Industrial	11 to 20	\$1330.00	\$66.50	\$1396.50
Industrial	21 to 40	\$1800.00	\$90.00	\$1890.00
Industrial	41 to 55	\$2280.00	\$114.00	\$2394.00
Industrial	More than 55	\$2750.00	\$137.50	\$2887.50

Effective May 01, 2013

*For the purposes of the fee schedule the TLA defines number of employees as the number of persons employed by the member company on average, throughout the year. This includes subcontractors who are not members of the TLA.

TLA MEMBERSHIP APPLICATION

Please complete this application form and email, mail or fax it to the TLA office. You must include a cheque for your membership dues or your credit card information.

We approve new applicants at our regular TLA board meetings. Approved new members will receive a welcome package in the mail. This package includes our communications materials and information on our benefits and other member programs.



725- 815 West Hastings Vancouver, BC, V6C 1B4
Tel: 604.684.4291 ext.5 , Email: kathie@tla.ca
www.tla.ca

Company Name:

Application Date:

Brief Company Description:

Years in Business:

CONTACT INFORMATION

Primary Contact:

Title of Primary:

Phone Number:

Email:

Secondary Contact:

Title of Secondary:

Phone Number:

Email:

Address:

City:

Province:

Postal Code:

Fax (if applicable):

Website (if applicable):

Company Category: Industrial ☐

Associate ☐

(Not sure which category your company fits into?
Please see category definitions on the reverse.)

Number of Employees:

Related Companies:

Will need health benefits? yes ☐ no ☐

Will need insurance benefits? yes ☐ no ☐

I consent to my business name and profile being included in TLA printed or electronic publications. yes ☐ no ☐

PAYMENT INFORMATION

Credit Card Type: VISA ☐ Mastercard ☐ American Express ☐ Discovery ☐

Name on Credit Card:

Credit Card Number:

Expiry Date:

Three-Digit Security Code:

Thank you for your interest in The Truck Loggers Association

**** OFFICE USE ONLY ****

Date approved:

Approved by:

REGULAR COUNCIL AGENDA - APRIL 25, 2016

April 8, 2016

Mayor Mike Ruttan and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Mr. Mayor and Council,

I am a Registered Nurse writing in regards to the overcrowding at West Coast General Hospital (WCGH). I have been a practicing RN for 2 years now. I started my career in my hometown Victoria and later moved to Port Alberni for a change of scenery. I am now currently living out a long-time dream and traveling in New Zealand. Despite all the beauty I have seen here in NZ I cannot wait to call Port Alberni home again. The lakes, mountains, beaches, and especially the community and people are what call me back. I have so much to look forward to, but I am absolutely dreading going back to work at WCGH. This dread does not stem from my co-workers, supervisors, or patients. I work with an amazing team of people where I feel appreciated and supported. This dread also does not come from the nature of my work. I came into this profession fully prepared to accept the challenges, emotions, and fulfilment I experience every day as an RN. This dread comes from the countless times I have had to wake a sleeping patient up at 3:00am to tell them I have to move them out of their bed, onto a stretcher under the fluorescent lights near the loud nursing station to make room for an admission. This dread comes from the feeling of failure when I cannot help my co-workers in need because as the relief Nurse I cannot leave my full patient load that I have set up in the dining room (the hospital overflow area). This dread comes from how I can only imagine how these patients in the dining room feel with such a lack of privacy.

I am coming back to Port Alberni for a lifestyle. I will not stay if my work life continues on like this. I talk so highly of Port Alberni to anyone who listens, but I cannot bring myself to talk highly of it to my nursing friends. Why would I want them to endure these stresses as well? Port Alberni is always talking about how to attract young people and families. The same theme keeps coming up: to attract and retain this population we need jobs. Health care is now a main industry of the area. If we want to retain our young health care workers then we need to support them. The overflow of long term care patients is a major problem and the main contributor to overcrowding at WCGH. This problem needs to be addressed for the patients we care for and for Port Alberni's future. This has been going on for way too long and the problem is going to get worse, not just magically go away. We need more long term care beds in Port Alberni. The future of this community can be so bright. I see it and I know many others can as well. We need the overcrowding at the hospital to stop for Port Alberni to continue to flourish.

Sincerely,
Melissa Shiplack
Phone: 250-913-0555
Email: mshiplack@gmail.com



Port Alberni Friendship Center

RECEIVED

APR 13 2016

CITY OF PORT ALBERNI

City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Attention: Mike Ruttan, Mayor

Dear Mr. Mayor!

I am writing to you to see if you could provide us with two Letters of Support. One is for our CORE funding, which keeps the Center operating, while the other one is for Urban Partnership Program, funding for Youth Employment Program.

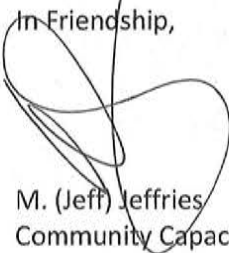
I've attached two templates for you to peruse and you may revise them if you wish.

Just let me know once there ready and I'll come over and pick them up.

If you have any questions, please do not hesitate to contact me.

Thanks so much,

In Friendship,



M. (Jeff) Jeffries
Community Capacity Projects Coordinator

Could you Please Use Your Letter Head, Thanks

Present Date

To whom it may Concern:

RE: Support Application for Community Capacity Support Program Funding

I am writing in support of the Port Alberni Friendship Center is applying for the BCAAFC – Community Capacity Support Program Funding. The Port Alberni Friendship Centre is a not-for profit organization which provides comprehensive public health and social services which are culturally responsive to Aboriginal people.

The Community Capacity Support program (CCS) provides core-like funding to Friendship Centres and other urban Aboriginal organizations across Canada so they can have a stable base from which to deliver programs and services that increase urban Aboriginal participation in the economy. This stable base is also to be used to attract additional investments by being a platform from which other government programs from all levels of government, can be delivered to the urban Aboriginal community.

The objective for Community Capacity Support is to increase the participation of urban Aboriginal individuals, families, and communities in the economy. Participation in the economy means that Aboriginal peoples have the skills, knowledge and training to secure, maintain and excel in a strong Canadian economy. It is generally accepted that increased participation in the economy is achieved by individuals having suitable education, a skill set, self-advocacy skills and can access and utilize services/supports that reduce small challenges that create barriers.

If you have any questions, please feel free to contact me at the number provided.

Sincerely,

Name

Position

Name of Organization

Could You please use your letter head – thanks.

Present Date

To whom it may Concern:

RE: Support Application for Urban Partnership Program Funding

I am writing in support of the Port Alberni Friendship Center Youth Program applying for NAFC – Urban Partnerships Program Funding. The Port Alberni Friendship Centre is a not-for profit organization which provides comprehensive public health and social services which are culturally responsive to Aboriginal people.

The Port Alberni Friendship Center has a solid history of supporting youth participation and providing a variety of services and activities for youth. With the Urban Partnership Program - Social Enterprise, Innovation and Youth project funding, the Port Alberni Friendship Center will be able to provide activities which focus on strengthening cultural ties, enhancing opportunities for empowering youth through mental, emotional and system development, and to assist in sustaining lifelong learning and health for youth and adults by providing teachings through workshops, recreational activities, social enterprise initiatives and resources.

Add Partnership here.....

We believe this is an important project which will empower Aboriginal youth and strengthen youth leadership while addressing the broader determinants of health in our community, and I have absolute confidence in the Port Alberni Friendship Center's ability to successfully implement this project.

If you have any questions, please feel free to contact me at the number provided.

Sincerely,

Name

Position

Name of Organization

April 14, 2016

Cathy Rothwell
Director of Finance
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Cathy,

SUBJECT: 2016-2017 Annual Operating Agreement

Further to the information provided with your three year budget forecast (3YB) in October, 2015, and in consideration of subsequent discussions, please find enclosed your 2016-2017 Annual Operating Agreement (AOA) for approval. This AOA, along with the Master Operating Agreement (MOA), constitute the operating agreements for your transit system.

On February 16, 2016, the provincial budget announcement confirmed new funding for expansion initiatives within BC Transit's three year service plan. BC Transit is currently working to update the Transit Improvement Program letters for distribution in April and will be working with partners to confirm expansion plans for 2017-2018 and 2018-2019. It is important to note that new funding is purposed specifically for expansion initiatives and the expectation remains for BC Transit and partners to efficiently manage base service levels within the allowable funding.

The 3YB provided a detailed summary of key trends and initiatives influencing your 2016-2017 operating budgets as well as the amended BC Transit regulations. In response to regulatory changes, we have made two changes to your AOA. We have introduced a section titled Operating Reserves, as required in Section 10(1)(j) of the regulations, which outlines the provision respecting your operating reserve. Further, we have expanded your Schedule C at the bottom to reflect the budgeted opening and closing balances for your Operating Reserve.

Complementary to the information provided with your 3YB, the following represents the major cost drivers and key assumptions used to develop the Schedule "C" in your 2016-2017 AOA:

Revenue

- Passenger revenue forecasted in the AOA reflects the most recent actual performance and fare assumptions. As this information is most current, the revenue budget may vary from the information presented in the 3 Year Forecast.
- Advertising revenue reflects the new provincial advertising contract with Lamar effective July 2015.
- Recently changes were made to the BC Bus Pass program which may have an impact on revenue. While the change will not have an impact on revenues prior to January 1st, 2017, any potential impact in 2017 has not been reflected in your 2016-2017 AOA. BC Transit is currently working to estimate the potential impact on BC Bus Pass revenue and will provide an updated estimate to inform your budgeting efforts for 2017.

Operating Costs

- Operating company's fixed costs reflect year 2 of the contract extension which includes all of the operating company's overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus fueling, bus interior cleaning & washing, utilities, rents and administration.
- An Inflationary increase of 2% in the operating company's fixed costs which includes all of the operating company's overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus fueling, bus interior cleaning & washing, utilities, rents and administration;
- Driver related labour costs also reflect the year 2 contract extension that include wage and benefit rates and increased statutory employer contributions.
- While this AOA includes costs associated with your base (existing) transit services with no change in the service levels, variable costs are impacted by small increase in service hours resulting from a decrease in statutory holidays which fall within the 2016-2017 operating year.
- Variable Fuel Costs reflect a fuel price of \$1.28/L.

Administration

- An internal review of all BC Transit service functions resulted in an overall reduction in BCTMS by approximately 2%.

Maintenance

- Changes to the Fleet Maintenance budget reflect actual activity during the current year and upcoming work forecasted for 2016-17 as well as assumptions on inflationary increases related to parts.

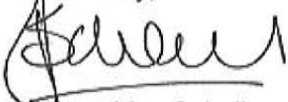
Capital Initiatives and Debt Service

- Vehicle Lease Fees reflect the forecasted fleet plan, including both current and the replacement of all buses in the 2016/17 fiscal year.

While it is understood that the financial information contained within the AOA is needed for budgeting and planning purposes, it is important to note that the costs outlined in the Schedule "C" – Budget contain commercially confidential information from our operating company and are subject to protection afforded by the Freedom of Information & Protection of Privacy Act. Any reports to Council or Regional Boards, or any discussions which may be made within the public sphere which contain costs associated with the provision of transit services must be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

To expedite the process of executing AOAs, you'll note the addition of a counterpart clause under Section 5. This clause allows for each party to sign a copy of the agreement separately and return directly to BC Transit by electronic means. Therefore, once the agreements have received signature, please return the signed copy by fax or in a .pdf format to BC Transit for execution. Please make every effort to have these agreements returned to BC Transit within thirty days of receipt. If you have any questions related to the AOA or budgets, please feel free to contact me.

Yours truly,



Johann Van Schaik
Senior Regional Transit Manager
BC Transit

PORT ALBERNI

**ANNUAL OPERATING AGREEMENT
(CONVENTIONAL)**

Among

THE CITY OF PORT ALBERNI

BRITISH COLUMBIA TRANSIT

And

**DIVERSIFIED TRANSPORTATION LTD.
(as agreed to in the MOA)**

APRIL 1, 2016 TO MARCH 31, 2017

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT
SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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ANNUAL OPERATING AGREEMENT

BETWEEN: THE CITY OF PORT ALBERNI
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT
(the "Authority")

AND: DIVERSIFIED TRANSPORTATION LTD.
(the "Operating Company")

WHEREAS the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

WHEREAS the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Port Alberni Transit Service Area.

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) "Master Agreement" shall mean the Master Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

"SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the

Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:

a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.

b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).

2. Physical Assets Leased from the Authority :(where applicable)

a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.

b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.

c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:

i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.

ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.

d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.

3 Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority

a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.

4 Comprehensive General Liability Insurance:

a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.

b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the

terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a waiver of subrogation in favour of BC Transit.

5 Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

(b) To remove Section 15.3 in its entirety and replace it with the following:

15.3 Cancellation due to Breach of Contract: The Authority or the Municipality retains the right to terminate the Master Agreement, and by extension the Annual Operating Agreement, upon breach by the Operating Company of any term or covenant hereof, unless the Operating Company has cured such failure or breach to the satisfaction of the party providing such written notice prior to its expiration. In the event of any such cancellation, the Operating Company shall be entitled to no compensation other than for services rendered up to the date of said cancellation, as computed at the rate for Variable Costs and a pro rata allocation on a daily basis for monthly Fixed Costs and for Maintenance Costs as specified in Schedule "D" of the Annual Operating Agreement incurred up to the date of said cancellation.

SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this Agreement shall be from April 1, 2016 to March 31, 2017 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.

5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.

5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

5.4 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be

one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

5.5 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.

- a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses, as set out in Schedule C of the AOA.
- b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected. These Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems, but exclude the costs of providing third-party 100%-funded services:
 - (1) For Conventional Transit Service:
 - (a) the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 - (b) the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
 - (2) For Custom Transit Service:
 - (a) the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - (b) the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- c) BC Transit will provide an annual statement of account or the reserves received and utilized, including any interest earned for each local government.
- d) On any termination of this Agreement, any funds remaining in the Reserve Fund, including any interest accrued, will be used to defray the Eligible Expenses of providing Service Hours in the following Fiscal Year.

SECTION 6 - NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

City of Port Alberni
c/o Treasurer
4850 Argyle Street
Port Alberni, BC V9Y 1V8

and to:

BC Transit
c/o Chief Operating Officer
520 Gorge Road East
Victoria, BC V8W 2P3

and to:

Diversified Transportation Ltd.
c/o General Manager
1041 Great Street
Prince George, BC V2N 2K8

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this day of 2016.

THE CORPORATE SEAL OF **THE CITY OF PORT ALBERNI** has been hereto affixed in the presence of:

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF **DIVERSIFIED TRANSPORTATION LTD.** has been hereto affixed in the presence of:

SCHEDULE "A" - TRANSIT SERVICE AREA BOUNDARIES

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Port Alberni Transit Service Area shall be the municipal boundaries of the Corporation of the City of Port Alberni.

SCHEDULE "B" – SERVICE SPECIFICATIONS

Port Alberni Base Budget Official AOA 2016/2017

Schedule 'B'

Effective Apr 01, 2016

Scheduled Revenue Service

16/17 Full Year (Apr 01, 2016 to Mar 31, 2017)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	May 23, 2016	Jul 01, 2016	Aug 01, 2016	Sep 05, 2016	Oct 10, 2016	Nov 11, 2016	Dec 26, 2016	Jan 01, 2017	Feb 13, 2017
Hrs/Day	39.62	39.62	39.62	39.62	39.62	34.27	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62
Kms/Day	966.65	966.65	966.65	966.65	966.65	840.53	259.37	259.37	259.37	259.37	259.37	259.37	259.37	259.37	259.37	259.37

Extra Revenue Service

	Apr. 2016	May, 2016	Jun. 2016	Jul. 2016	Aug. 2016	Sep. 2016	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	Mar. 2017
Extra Overload Hours	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Extra Overload Kilometres	122.11	122.11	122.11	122.11	122.11	122.11	122.11	122.11	122.11	122.11	122.11	122.11

Adjusted Revenue Service

	Apr. 2016	May, 2016	Jun. 2016	Jul. 2016	Aug. 2016	Sep. 2016	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	Mar. 2017

2016/2017 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2016 to Apr 30, 2016	4	4	4	4	5	5	4	0	30	May 23, 2016 Victoria Day 2016 (Mon)
May 01, 2016 to May 31, 2016	4	5	4	4	4	4	5	1	31	Jul 01, 2016 Canada Day 2016 (Fri)
Jun 01, 2016 to Jun 30, 2016	4	4	5	5	4	4	4	0	30	Aug 01, 2016 BC Day 2016 (Mon)
Jul 01, 2016 to Jul 31, 2016	4	4	4	4	4	5	5	1	31	Sep 05, 2016 Labour Day 2016 (Mon)
Aug 01, 2016 to Aug 31, 2016	4	5	5	4	4	4	4	1	31	Oct 10, 2016 Thanksgiving Day 2016 (Mon)
Sep 01, 2016 to Sep 30, 2016	3	4	4	5	5	4	4	1	30	Nov 11, 2016 Remembrance Day 2016 (Fri)
Oct 01, 2016 to Oct 31, 2016	4	4	4	4	4	5	5	1	31	Dec 25, 2016 Christmas Day 2016 (Sun)
Nov 01, 2016 to Nov 30, 2016	4	5	5	4	3	4	4	1	30	Dec 26, 2016 Boxing Day 2016 (Mon)
Dec 01, 2016 to Dec 31, 2016	3	4	4	5	5	5	3	2	31	Jan 01, 2017 New Years Day 2017 (Sun)
Jan 01, 2017 to Jan 31, 2017	5	5	4	4	4	4	4	1	31	Feb 13, 2017 Family Day 2017 (Mon)
Feb 01, 2017 to Feb 28, 2017	3	4	4	4	4	4	4	1	28	
Mar 01, 2017 to Mar 31, 2017	4	4	5	5	5	4	4	0	31	
Total	46	52	52	52	51	52	50	10	365	10 Exceptions

Monthly Summary

Month	Conventional Transit						
	Scheduled	Revenue Hours Extra	Adjusted	Total	Scheduled	Revenue Kilometers Extra	Total
April, 2016	1,045.85	5.00		1,050.85	25,539.78	122.11	25,661.89
May, 2016	1,032.82	5.00		1,037.82	25,217.99	122.11	25,340.10
June, 2016	1,051.20	5.00		1,056.20	25,665.90	122.11	25,788.01
July, 2016	1,027.47	5.00		1,032.47	25,091.87	122.11	25,213.98
August, 2016	1,061.82	5.00		1,066.82	25,925.27	122.11	26,047.38
September, 2016	1,022.20	5.00		1,027.20	24,958.62	122.11	25,080.73
October, 2016	1,027.47	5.00		1,032.47	25,091.87	122.11	25,213.98
November, 2016	1,022.20	5.00		1,027.20	24,958.62	122.11	25,080.73
December, 2016	1,045.85	5.00		1,050.85	25,539.78	122.11	25,661.89
January, 2017	1,061.82	5.00		1,066.82	25,925.27	122.11	26,047.38
February, 2017	942.96	5.00		947.96	23,025.32	122.11	23,147.43
March, 2017	1,090.82	5.00		1,095.82	26,632.55	122.11	26,754.66
Total	12,432.48	60.00	0.00	12,492.48	303,572.84	1,465.32	305,038.16

SCHEDULE "D" – PAYMENT SCHEDULE**Port Alberni Conventional Transit
2016/2017 AOA BUDGET****1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

- a) For Specified Service in Schedule "B":
 - i) \$44,357.10 for Fixed Monthly Payment; plus
 - ii) \$43.63 per Revenue Hour; plus
 - iii) \$0.6054 per Revenue Kilometre for fuel for conventional transit service.
 - iv) \$0.0207 per Revenue Kilometre for tires for conventional transit service.
- b) For Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Costs amount contained in Schedule "C" shall be deducted for each day or part day.
- c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
 - i) \$43.63 per Revenue Hour; plus
 - ii) \$0.6054 per Revenue Kilometre for fuel for conventional transit service.
 - iii) \$0.0207 per Revenue Kilometre for tires for conventional transit service.
- d) For Maintenance:
 - i) \$59.40 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) For fuel costs, in the event diesel fuel costs should exceed \$1.28 / litre a payment will be made in accordance with Section 6 (3) of this agreement to compensate the Operating Company for the actual cost of all diesel fuel consumed to a maximum of 143,588.61 litres for Scheduled Revenue Kilometres in Schedule "B". This maximum number of litres will be adjusted in proportion to Extra or Deleted Revenue Service Kilometres.
- f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

SCHEDULE "E" – TARIFF-FARES**Fare Zones:**

The boundaries of fare zones for this Tariff are the corporate boundaries of the City of Port Alberni.

Fares:***Effective October 1, 2014***

- a) Single Cash Fares:
 - i) Adult/Senior/Student \$2.00
 - ii) Child, 5 years and under Free, when accompanied by an adult
- b) Tickets (sheets of 10 tickets):
 - i) Adult \$15.75
 - ii) Senior/Student \$13.50
- c) Day Pass:
 - i) Adult/Senior/Student \$4.25
- d) Monthly Pass:
 - i) Adult \$48.00
 - ii) Senior/Student \$25.00
- e) College Semester Pass \$100.00
- f) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- g) Family Pass Program: this program enables an adult passenger (over 19 years of age) to bring up to four children aged 12 years and younger on-board for free when paying a fare with a monthly pass, semester pass, or BC Bus Pass.
- h) CNIB Identification Card available from the local office of the CNIB.
- i) BC Transit Employee Bus Pass

April 18, 2016

Deadline is April 26th 2016 for participation in the GradPASS Transit Program

I would like to extend an invitation to you about a program to promote public transit as a lifestyle choice to grade 12 students. The GradPass program allows graduating Grade 12 students to ride the bus free of charge for any two consecutive days of their choice in June 2016.

The program is a reminder to students that public transit is available as a safe means of transportation and helps them to understand all the transportation options when planning a safe ride home, not only at graduation time but throughout their lives.

The GradPass program was developed in Vancouver in 1988 through Counterattack, BC Transit and the School Boards and has been available in Victoria since 1990. In recent years, Cranbrook, Kelowna, Prince George, Powell River, Nanaimo, Central Fraser Valley and Whistler have joined the program.

GradPasses and information flyers are distributed to grade twelve students in the latter part of May each year. The program receives positive media coverage within the community.

Once we receive approval from you, BC Transit's marketing staff works with your school board, the schools and the transit operating company to distribute the information.

At this time, I'd like to invite you to participate in this valuable program. **In order to facilitate the production of products, please respond before April 26, 2016.**

If you have any questions, please do not hesitate to call or email.



Sincerely,

Paula Smith
Marketing Coordinator
(250) 385-2551 ext 5389 paula_smith@bctransit.com



Alberni Valley Hospice Society

Ty Watson House



RECEIVED

APR 15 2016

CITY OF PORT ALBERNI

April 14, 2016

Mayor Mike Ruttan
AND Members of the Port Alberni City Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC, V9Y 1V8

Dear Mayor Ruttan:

Alberni Valley
Hospice Society
Ty Watson House
3088 3rd Avenue
Port Alberni, BC, V9Y 2A5

Tel: 250.723.4478
Fax: 250.723.4471

Email:
info@albernihospice.ca
www.albernihospice.ca

REQUEST FOR PROCLAMATION MAY IS NATIONAL HOSPICE PALLIATIVE CARE MONTH

The Alberni Valley Hospice Society would appreciate if the members of the City Council would consider this request to have the month of May officially proclaimed as **"National Hospice Palliative Care Month in the Alberni Valley"**.

This year's campaign focuses on raising awareness about hospice palliative care across Canada and runs under the theme:

"Hospice Palliative Care First. There are many ways to start the conversation about end-of-life care in Canada. Spreading awareness and education is one of the best ways to advocate for change and ensure that every Canadian has access to quality hospice palliative care."

The Hospice Society will be promoting this significant campaign in the media to raise community awareness about supporting hospice palliative care programs and services in the Valley. Our Hospice Month will start with a free Advance Care Planning Workshop on May 9th, and will conclude with our eighth annual Black Ty Gala fundraising event on Saturday, May 28th.

We would also appreciate an opportunity to arrange a photo op with you while signing the official proclamation should the Council approve our request.

Thank you for your consideration of this request. We look forward to hearing from you.

With warm regards,

Gretchen Carlson
Executive Director

"Supporting Alberni Valley Hospice is community building at its best."



Steelworkers Local 1-85

4904 Montrose St, Port Alberni, BC V9Y 1M3, T: 250-724-0171 F: 250-724-2800

Email: lmauke@usw185.com, www.usw185.com

RECEIVED

APR 18 2016

CITY OF PORT ALBERNI

April 5, 2016

City of Port Alberni
4850 Argyle St
Port Alberni, BC
V9Y 1V8

RE: National Day of Mourning, April 28, 2016

Dear Mayor Ruttan:

Steelworkers Local 1-85 will be hosting the Day of Mourning Ceremony this year and we request that the City of Port Alberni fly the National Day of Mourning Flag at half-mast on April 28th and throughout the following week out of respect for our fellow workers who have died on the job.

We also request that the City of Port Alberni adopt the enclosed Proclamation in recognition of workers who were either killed or injured while at work.

Your thoughtfulness for these workers and their families is greatly appreciated.

On behalf of USW Local 1-85,

Glen Cheetham
Financial Secretary

Enc.



PacificCARE



ECEBC | early childhood educators of BC

Katherin Charbonneau
Child Care Consultant
PacificCARE Child Care Resource & Referral
4325 Neill St, Port Alberni, BC V9Y 1E5
250-735-3022

April 19, 2016

Mayor and Council
4850 Argyle Street
Port Alberni, V9Y 1V8

Dear Mayor Ruttan and Councillors,

Families, employers, and the economy rely on child care to ensure people can go to work, go to school, perform community services, and have essential family support while supporting children in healthy development.

May is a time to acknowledge this contribution for the professionalism and dedication of our early care and learning providers.

Quality Child Care is not just providing a space for a family. It means so much more than that. Early Care and Learning providers provide healthy, nurturing environments where our children can learn, interact, and feel safe.

Research has shown us time and time again that the environment changes who we are. When early care and learning providers build relationships with children, offer stimulating play-based activities, build connections with families- they are helping mold them into the person they are today. They are giving them the nutrients they need to develop to their fullest potential. With families they are creating resilient, capable, and confident children. Early Care and Learning providers are definitely not babysitters; they are making a difference in each child's life.

We would like to highlight the important role that quality child care plays in the lives of children, families, communities, the economy, and recognize our caregivers for the wonderful care that happens each day.

We hope you will join us the Alberni Children First Table, Early Childhood Educators of BC Port Alberni Branch, and PacificCARE Child Care Resource & Referral in recognizing the amazing dedication the early care and learning providers bring to the field in the Alberni Valley. Please assist us in proclaiming May as Child Care Month.

We would also like you to be aware that in celebration of May is Child Care month we will be hosting a Helping Little Hands Awards of Excellence Tea Party on May 17th, 2016, at Char's Landing at 6:30 p.m.

We have sent out nominations forms within the community for them to select early care and learning providers and/or programs. The successful candidates will be presented with the award at the Tea Party.

We would like to ask for your worship Mayor Mike Ruttan, or if he is not available, a council member to speak at the event.

We thank you for your time and consideration of our request.

Sincerely,

Katherin Charbonneau

Katherin Charbonneau
Child Care Consultant

From: Email Service® [<mailto:gewarren@shaw.ca>]
Sent: Thursday, April 07, 2016 3:11 PM
To: Mike Ruttan
Subject: Our Dispensaries

My Dearest Honorable Mayor,

I do apologize for not contacting You personally sooner than this but the actions of Your Council Have empowered me.

I do want to Thank You for this Precious time you are taking now to Listen to my Voice Once again.

I refer to the last time We met at the Barkley for the ACRD Christmas function in 13' soon after Your Post to Office as Mayor Victory.

To day is a matter of a very similar thread as the last cursory-talk we had about Hemp being grown at the 'Birch-Forest out at the Airport.'

Today I will attempt to Welcome you to a Greater Knowledge-Base about Cannabis Trichome Therapy from a Medical, Scientific and lastly Legal perspective because those are the ways My Step-Father had Me Educate Myself back in 1981 at first acknowledgement.

He made me do a report for him and now I will do a report for you ...

I'm a member of the CCIC, Canadian Consortium for the Investigation of Cannabinoids, and have held this membership Dearly for Many Years.

We believe in efficacy, I differ with them on Regulations, Gate-Keeper's and Control.

I point to the Abhorrence of Our plight with Alcohol as a controlled and Regulated Drug and agree with you on those recent statements in Media.

I am going to represent Cannabis as a Panacea to this issue because I have seen the Proof and Efficacy for myself through-out My Life.

I'm going to encourage you to view Some of My research in the hope it will bring you the Empowered-Comforts I feel You Should share with me.

I have Chosen this task also because, of it's life & death, and comforts going through those..... Processes.

I Must tell you of the Monogram and it's affects. The Herbal Pharmacopoeia is the Doctors Dictator of this.

Canada subscribes to this through Our Health Canada, I phoned and they did Confirm this for me.

Doctor Must have a Monogram to recommend a natural remedy, Chinese Medicine and Indian Pharmacopoeia's

Both include Cannabis.

Many Changes have Occurred to Our Collective Uses with this plant since Cannabis was first planted in Canada in 1606 by Louis Hebert,

a Parisian botanist and Apothecary who was a Friend of explorer Samuel De Champlain. At that time they did not realize that 'Northern Lights' was an original-land-race Genome to the Americas.

Medical/Scientific;

I point to the CMA: "cannabis may be prescribed for any condition."

CMAJ September 2, 2014 vol. 186 no. 12 First published June 23, 2014, doi: 10.1503/cmaj.131821

It's an article in the Canadian medical Journal about the new MMPR.

Key points

The only clear indications for medical marijuana are neuropathic pain conditions and spasticity from multiple sclerosis."

Then of course there is My Doctor. He knows a bit also....His knowledge builds on mine for Me..... Called Autonomy... ..that's why I read Him,.... <https://vimeo.com/151263039>

Dr Russo has also provided me with two studies specific to My needs;

1) Ther Clin Risk Manag. 2008 Feb; 4(1): 245–259.

Published online 2008 Feb.

PMCID: PMC2503660

Cannabinoids in the management of difficult to treat pain

Ethan B Russo

2) Br J Pharmacol. 2011 Aug; 163(7): 1344–1364.

doi: [10.1111/j.1476-5381.2011.01238.x](https://doi.org/10.1111/j.1476-5381.2011.01238.x)

PMCID: PMC3165946

Taming THC: potential cannabis synergy and phytocannabinoid-terpenoid entourage effects

Ethan B Russo

Legal;

I must now Encourage You to spend time reading Some Legal Rulings That I Must Respect.

These Rulings are Based in Our Charter and Accommodate Me and My Special needs;

<http://decisions.fct-cf.qc.ca/fc-cf/decisions/en/item/142597/index.do>

<https://scc-csc.lexum.com/scc-csc/scc-csc/en/item/15403/index.do>

The first is the supplier's for the town's dispensaries the second is for the dispensary's themselves.

The Patients and Individuals who could benefit ... Their Court of Laws for Access Rights are You and Your Council, My Council.

The spacial dispersal within Our Town of Alcohol Vending-Outlets is to be Gainsay'd.

The encroachment of the Dispensaries to Our town is the Social-Movements appropriate response to want of accommodations from You.

I have been asked by The Canadian Cannabis Rights Coalition to represent as many interests as is possible from our region specifically.

I first Met you representing Universal Access Issues to the ACRD Master Parks Planning Committee.

I now ask for Universal Access to Cannabis For the same reasons " Inclusiveness " in the Broadest terms from you My Honorable Mayor.

I do hope this sparks interest as well as enlightenment and Honorably Welcome any assistance I may give further to You and Your Council.

Respectfully,

Richard A. Kudra
1th Ave, Port Alberni, B.C.

Excellent care, for everyone,
everywhere, every time.



April 6, 2016

Ken Watson
City Manager
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Colleague:

Each year Island Health synthesizes available information released provincially and supplements by some information from Island Health. The Local Health Area (LHA) Profiles have been central to the Medical Health Officer report to your community in the past few years. This year, I have been reporting specifically on substance use issues and mentioned the LHA profiles were being released.

Please find with this communication, the 2015 LHA profile which is based on data from 2014 or earlier, depending on when data is released and available to us. The profiles can also be found at: http://www.viha.ca/mho/stats/lha_profiles.htm once they are posted on-line (a process that takes a few weeks after release of the document). The past year has seen an increased delay in the release of information resulting in the LHA profiles being delayed into the early part of this year.

Should you have any questions, or identify any material that appears incorrect, please feel free to contact my office or Melanie Rush at melanie.rush@viha.ca.

If invited by Council, I would be available to present the updated information and contextualize results over time and across geographies. I will report out on longer term trends based on the LHA reports to Councils at some point in the upcoming years.

Please feel free to contact my office at any time on matters of mutual interest.

Yours in Health,

Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer

c.c.: Mayor and Council, City of Port Alberni

PH/cl

Medical Health Officer

Located at: 3rd Floor 6475 Metral Drive | Nanaimo, BC V9T 2L9

Tel: 250.739.6304 | Fax: 250.755.3372

viha.ca



Office of the City Clerk

D. Back, City Clerk
K. O'Connell, Deputy City Clerk

2016 April 06

FILE: 02410-20

Mr. Gary MacIsaac
Executive Director
Union of British Columbia Municipalities
Suite 60 – 10551 Shellbridge Way
Richmond, BC V6X 2W9

Dear Mr. MacIsaac:

SUBJECT: BC HOME OWNER GRANT PROGRAM
Item 5(F), Reports, Council Meeting 2016 April 04

The Provincial Home Owner Grant program and the financial relief it provides homeowners is currently inequitably distributed and applied amongst BC municipalities. Property owners living within the Greater Vancouver Regional District, the Capital Regional District and the Fraser Valley Regional District do not receive equal benefits to those living elsewhere.

The current practice of establishing one assessment threshold value for such disparate catchment areas inadequately adjusts for regional disparities in real estate values across the Province. Furthermore, in comparison to the aforementioned regional districts, the Basic, Seniors and Added Grants are \$200 more in areas classified as "Northern and Rural". Of greater concern than the inconsistent grant amounts is the additional grant benefit provided to Northern and Rural catchments is presently funded through Carbon Tax revenue, of which a disproportionately high amount is contributed by residents that do not qualify for the Northern and Rural benefit.

Burnaby City Council at the 2016 April 04 meeting passed the following motion: **"THAT Council request that the UBCM petition the Minister of Finance to undertake a Provincial review of the Homeowner Grant Program to determine if a more equitable distribution of the Grant across all regions of the Province can be achieved."**

A copy of the relevant report has been attached for your reference.

Yours truly,

Dennis Back
City Clerk

Copied to: Burnaby MLA's
UBCM Member Municipalities
Capital Regional District
Fraser Valley Regional District
Metro Vancouver

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: BC HOME OWNER GRANT PROGRAM

RECOMMENDATION:

1. THAT Council request the UBCM to petition the Minister of Finance to undertake a Provincial review of the Home Owner Grant Program to determine if a more equitable distribution of the Grant across all regions of the Province can be achieved.

REPORT

The Financial Management Committee, at its meeting held on 2016 March 24, received and adopted the attached report providing information on the BC Home Owner Grant Program.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	Acting City Manager Director Finance
------------	---

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 March 24

FROM: DIRECTOR FINANCE

FILE: 7400-03

SUBJECT: BC HOME OWNER GRANT PROGRAM

PURPOSE: To provide information on the BC Home Owner Grant Program.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council request the UBCM to petition the Minister of Finance to undertake a Provincial review of the Home Owner Grant Program to determine if a more equitable distribution of the Grant across all regions of the Province can be achieved.

REPORT

This report is prepared in reference to correspondence received 2016 February 10 from the Minister of Community, Sport and Cultural Development, Peter Fassbender, regarding property tax assessment changes and the Provincial increase in the assessment threshold for qualified property owners to claim a full Home Owner Grant. Information is provided on the Province of BC Home Owner Grant Program and the City of Burnaby's experience, whereby there has been a decrease in the number of homeowners who are eligible to claim a 2016 Home Owner Grant in comparison to prior years.

1.0 PROVINCIAL HOME OWNER GRANT PROGRAM**1.1 *Home Owner Grant***

The Provincial Home Owner Grant reduces the amount of property tax homeowners pay for their principal residence. The Home Owner Grant may be greater if a property owner qualifies for the Home Owner Grant as a senior, veteran or person with a disability. Homeowners must pay at least \$350 in property taxes before claiming the Home Owner Grant to help fund services such as road maintenance and police protection.

1.2 *The Home Owner Grant Amount is Based on Where You Live*

Under the Home Owner Grant Program where you live in the Province determines the amount of grant qualified property owners will receive.

Property owners living within the regional districts of the Greater Vancouver Regional District, the Capital Regional District and the Fraser Valley Regional District are entitled to claim a Basic Grant of \$570, and \$845 for seniors aged 65 or older. These Grant amounts have not changed since 2006 and are less than those provided in Northern and Rural areas of the Province.

The Province defines a Northern and Rural area as a property that is not located in the Greater Vancouver Regional District, the Capital Regional District or the Fraser Valley Regional District. Eligible property owners within Northern and Rural areas are entitled to claim a Basic Grant of \$770. Eligible seniors aged 65 or older are entitled to claim a grant of \$1,045 (both grants were increased by \$200 in 2011).

If a homeowner meets all requirements of the Home Owner Grant Program but their property's assessment value or partitioned value is over the threshold for their region, they may qualify for a Home Owner Grant at a reduced amount.

1.3 The Home Owner Grant Threshold

On 2012 January 03, the Provincial Minister of Finance, Kevin Falcon clarified that,

"The Home Owner Grant is one way our Government can help support families in the face of challenging economic times. Homeowners who have seen their property values rise will continue to be protected as we increase the threshold."

"We continue to see challenging economic times around the world. By maintaining the Homeowner Grant, we continue to help families with the costs of owning their homes."

The Home Owner Grant Threshold has two key components:

The Assessment Value of the Threshold (\$1.2 million for 2016)

- the level below which all property homeowners within the Province with a lower assessment than \$1.2 M may be eligible to claim a full Home Owner Grant

% of Homeowners Who May Qualify for a Full Grant (91% for 2016)

- the percentage of homeowners in the Province whose property assessment fall below the threshold

1.3.1 Assessment Value of the Threshold

In 2016, the Province of BC announced a \$100,000 (9.1%) increase in the assessment value of the threshold for all eligible property owners bringing the 2016 threshold to \$1.2 million. While the increase to the threshold is welcomed, this is the first increase in the threshold since it was reduced in 2014 from a high in 2013 of \$1.29 million (see Table 1).

The increase in the Provincial Home Owner Grant threshold of 9.1% is also less than the average increase in property values in the Greater Vancouver Regional District which ranged from 15% to 25% for a single family home as reported by BC Assessment.

In all regions, Home Owner Grants may be greater if a property owner qualifies for the Grant as a senior, veteran or person with a disability. Both the Basic Grant and other grants are reduced by \$5 for each \$1,000 of assessed value over \$1.2 million. The resulting calculation determines the upper threshold limit for a partial claim.

In comparison to Northern and Rural areas, both the Basic, Seniors and Added Grants are \$200 less in the Greater Vancouver Regional District, the Capital Regional District and the Fraser Valley Regional District. The upper thresholds differ by \$40,000 more in the Northern and Rural areas.

For example, homeowners eligible for the Basic Grant whose properties are valued above the \$1,200,000 threshold would see their Home Owner Grant reduced by \$5 per \$1,000 of assessed value; with a total reduction in the Grant to zero at \$1,314,000 (e.g. $\$570 \div 5 \times \$1,000 = \$114,000 + \$1,200,000$); and \$1,354,000 in the Northern and Rural areas (see threshold assessment values in Table 1).

1.3.2 % of Homeowners Who May Qualify for a Full Grant

In 2016, the Minister of Finance set the threshold such that 91% of qualified property owners in BC will be eligible to claim the full Home Owner Grant. Since 2014 the percentage of homeowners eligible to claim the full Home Owner Grant has declined from 95.5% to 91%.

Table 1: 2012 – 2016 Provincial Home Owner Grant Thresholds

Greater Vancouver Regional District, Capital Regional District, and Fraser Valley Regional District					
ASSESSMENT VALUES	2012 (\$)	2013 (\$)	2014 (\$)	2015 (\$)	2016 (\$)
Threshold Level	1,285,000	1,295,000	1,100,000	1,100,000	1,200,000
Upper threshold BASIC \$570	1,399,000	1,409,000	1,214,000	1,214,000	1,314,000
Upper threshold Seniors \$845	1,454,000	1,464,000	1,269,000	1,269,000	1,369,000
Northern and Rural Areas					
ASSESSMENT VALUES	2012 (\$)	2013 (\$)	2014 (\$)	2015 (\$)	2016 (\$)
Threshold Level	1,285,000	1,295,000	1,100,000	1,100,000	1,200,000
Upper threshold BASIC \$770	1,439,000	1,449,000	1,254,000	1,254,000	1,354,000
Upper threshold Seniors \$1,045	1,494,000	1,504,000	1,309,000	1,309,000	1,409,000
% OF ELIGIBLE PROPERTIES IN BC BELOW THE THRESHOLD LEVEL	95.5%	95.5%	93.8%	93.0%	91.0%

2.0 IMPACT OF PROPERTY ASSESSMENTS AND HOME OWNER GRANT THRESHOLDS ON BURNABY HOMEOWNERS

The number of Burnaby homeowners eligible for the Home Owner Grant has steadily declined in recent years from a high of 92.5% in 2012 to a projected 78.49% in 2016, well below the Provincial target of 91% of homeowners. This decline is attributable to the significant increase in residential property values in the Greater Vancouver Regional District as compared to other areas.

The current practise of establishing one assessment threshold value for such disparate catchment areas inadequately adjusts for regional disparities in real estate values across the Province.

Table 2 shows the number of properties in Burnaby in 2016 eligible to qualify for the full Grant. In 2012, 92.5% (3% less than the Provincial average) of homeowners were below the established threshold value. In 2016 the percentage has decreased to 78.5% (12.5% less than the Provincial target).

The number of properties below the threshold has declined from 59,803 to 54,776 during the same period of time.

Table 2: Burnaby Eligible Properties below the Provincial Threshold (excludes vacant land)

Burnaby Eligible Residential Properties	2012	2013	2014	2015	2016
Number of Residential Properties	64,656	66,012	66,826	67,801	69,786
Number of Properties below Threshold	59,803	60,700	58,535	59,166	54,776
% of Properties Eligible for Grants	92.5%	92.0%	87.6%	87.3%	78.5%
Provincial % of Eligible Properties	95.5%	95.5%	93.8%	93.0%	91.0%

3.0 RECOMMENDATION

The BC Home Owner Grant threshold increases have not kept pace with residential property assessment increases being experienced across the Lower Mainland. The number of Burnaby properties that qualify for the Basic Home Owner Grant of \$570 has decreased from 92.5% in 2012 to 78.5% in 2016, while the Provincial target for these years was 95.5% and 91% respectively.

It is understood that the Home Owner Grant is part of a larger School Tax funding formula, and it is appreciated that it is challenging to create a system that is equitable when the process is based on disparate assessment values that vary significantly across the Province and can change substantially from year to year.

If the Province's intention is for 91% of property owners to qualify for the Home Owner Grant in 2016, in areas with significant increases in annual assessments, this level of participation will not be achieved with the current process.

Minister Fassbender in his correspondence of 2016 February 10 indicated that the Province can make appropriate adjustments to the threshold to ensure that homeowners can appropriately benefit from the full Home Owner Grant Program, while recognizing that a suitable threshold on assessed value is necessary to preserve fairness. It is therefore recommended that the Province be requested to undertake a full review to determine if the Home Owner Grant Program can be made more equitable for those living in areas where assessment values are increasing dramatically, while respecting areas of stable increases in property values.

Staff recommend that the Financial Management Committee recommend Council request the UBCM to petition the Minister of Finance to undertake a Provincial review of the Home Owner Grant Program to determine if a more equitable distribution of the Grant across all regions of the Province can be achieved.



Denise Jorgenson
DIRECTOR FINANCE

DJ/ew

Copied to: City Manager



RECEIVED
APR 13 2016
CITY OF PORT ALBERNI

April 8, 2016

Ref: 166815

His Worship Mayor Mike Ruttan
City of Port Alberni
4850 Argyle St
Port Alberni, BC V9Y 1V8

Dear Mayor Ruttan:

The Province of British Columbia knows that British Columbians have expressed an interest in seeing greater choice, convenience and competition in the availability and provision of transportation and accommodation services. Companies such as Uber, Lyft and Airbnb may present opportunities to meet changing public expectations.

In considering the opportunities that these services may provide, it is important that the Province understands any impacts that could result for consumers, host communities and existing service providers. The many people currently providing passenger and accommodation services in British Columbia have made investments, providing jobs and valuable contributions to the economy. Thought must be given as to how any new services are regulated, recognizing the need to be respectful of existing industry participants while at the same time being fair and equitable to any possible new entrants to these sectors.

To this end, over the coming months, I will be meeting with a wide array of stakeholders to explore issues pertaining to the sharing economy and develop a better understanding of the opportunities and challenges that they provide for citizens and communities.

Locally elected officials from both urban and rural regions will have important perspectives on the issues and opportunities surrounding the sharing economy, and I am eager to draw these out as part of the consultation process. It is my hope that I will be able to engage with as many local governments as possible in person over the coming months. Regardless of whether we are able to undertake this discussion in person, I would also value the opportunity to review your thoughts on this matter via any written submission you may care to provide to me, and I encourage you to consider sending your thoughts to me directly by email at: CSCD.Minister@gov.bc.ca.

Your perspectives could include ideas on how sharing and existing service economies could be integrated, on perceived challenges and opportunities, and on provincial and local government roles in regulating and facilitating any changes we might contemplate.

.../2

Ministry of Community,
Sport and Cultural Development and
Minister Responsible for TransLink

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

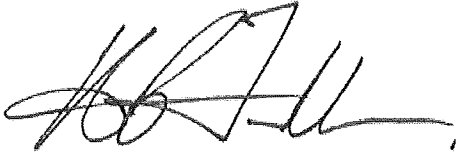
ENTERED

J4

His Worship Mayor Mike Ruttan
Page 2

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Fassbender', with a stylized, cursive script.

Peter Fassbender
Minister



Table

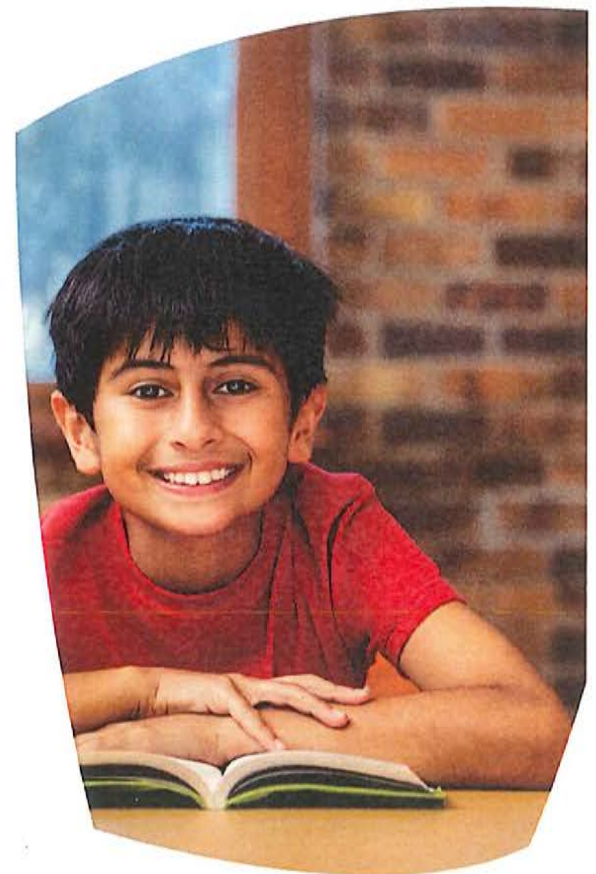
Intro

On March 19th, Vancouver Island Regional Library (VIRL) Board of Trustees convened for the first regular meeting of 2016. On the agenda, the Board of Trustees received a presentation and provided a review of the draft Strategic Plan (the guiding document from 2016 - 2020). The Board received the following reports: Facilities and Finance, Consolidated Facilities Master Plan update, and amendments to the Fees & Charges and Meals and Accommodation Policies. The Board also deliberated and approved an investment strategy to provide greater return on VIRL funds, providing optimal funds and resources for future operations.

Providing Greater Access



VIRL's mission to enrich lives and communities through universal access to knowledge, lifelong learning and literacy is underscored on March 19th with the elimination of fees for non-residents and visitors who wish to use VIRL's public computer stations and internet. On March 19th, the VIRL Board of Trustees approved an amendment to the [Fees and Charges Policy](#) that eliminates charges to non-residents and visitors seeking public computer stations and internet at any of VIRL's 39 branches.



*Family Literacy Day
Programs and events were happening
system-wide at all of VIRL's 39 branches.
Learn more!*

Finance Report

Balance Sheet: The balance sheet of \$32.9 million shows a healthy balance of cash and investments of \$6 million at the end of November and a year to date operating surplus of \$67,206.

Revenue and Expenditures: The net operating surplus of \$67,206, as at the end of November, reflects that revenues were in line with expectations and that expenditures were within budget.. Appropriations to reserves are recorded on a quarterly basis in line with the budget and at the end of December 100% of planned appropriations to the reserves have been recorded. Transfers from reserves are recorded when the expenditures have been substantially completed and adjustments will be made for reserve funded projects at year end.

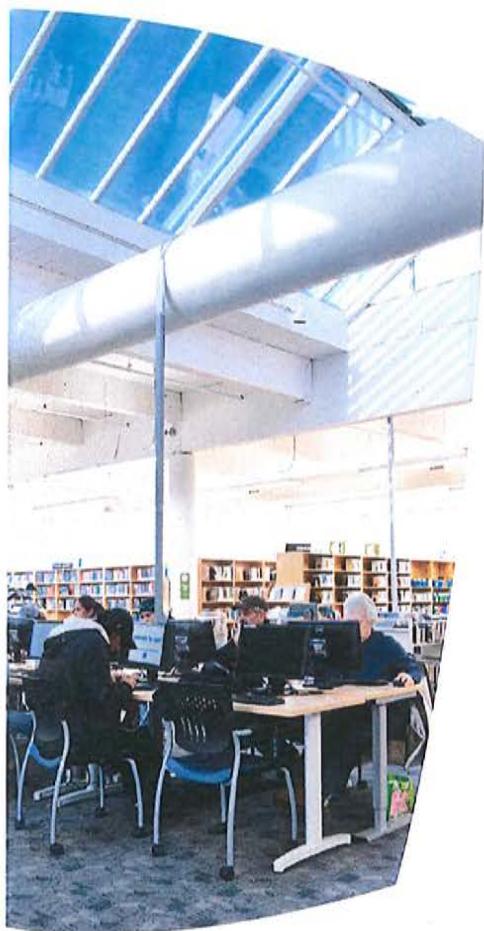
In summary: VIRL's finances indicate that results are in line with expectations and significant projects are currently either complete or underway.

“VIRL’s finances
indicate that
results are
in line with
expectations.”

Reserves Report: The Board of Trustees is provided with updated reserves information at each meeting. At the end of December the reserves stood at a balance of \$4.36 million. The report shows all activity in the reserves for the year to the date of preparation. Interest earned is credited to each reserve as it is received. Appropriations to reserves are recognized incrementally on a quarterly basis, the December 2015 Reserves Report representing 100% of budgeted appropriations for 2015. Transfers from reserves have been made for reserve funded expenditures up to the end of December.

In summary: Reserve balances are healthy and continue to provide funding to projects in order to fulfill the goals of the Consolidated Facilities Master Plan.

Facilities Updates



Campbell River Branch, Public Computer Area

Sooke

The District of Sooke has purchased land with a portion to be designated for the purposes of a new library. VIRL staff continue to work with the District to determine the best location on the property for the branch. The lease of the current facility has been extended to allow for ample time for design, public consultation and

Chemainus

A site has been selected and work is being conducted to ensure the land meets all environmental standards. The planning process will commence shortly..

Nanaimo Wellington

With the lease of the current facility expiring at the end of December 2016, staff reviewed available options and identified that the best solution capable of meeting budget, size and location requirements is a new facility located at the nearby Country Club Centre. A [public open house is scheduled for April 14th](#) to host discussions with the community. The new facility is expected to open in 2017.

Tofino

A feasibility study has been conducted and pre-planning is being considered. VIRL staff have made a presentation to Council regarding the Board's Facility Policy & Funding.

Tahsis

A suitable space was found in the local school to house the Tahsis Library Branch.

Facilities Updates cont.



Gabriola Island Branch, Entrance Area

Port Hardy

Refurbishment is underway with the branch expected to reopen in the spring of 2016. A temporary location is in operation at the Thunderbird Mall until the branch reopens.

Sidney/North Saanich

VIRL staff have reviewed a stand-alone location for a new North Saanich branch at the Panorama Recreational Centre. Following the results of a joint public consultation session, the District of North Saanich is pursuing further feedback from the community. VIRL is in dialogue with both Sidney and North Saanich with respect to facilities for both jurisdictions. .

Masset

Discussions regarding a new library are underway with Masset seeking to identify viable land for the project.

Hornby Island

The branch will be undergoing refurbishment in 2016 with the branch expected to reopen in the fall of 2016. A temporary location will be provided during the refurbishment.



General Updates

Investment of VIRL Funds: VIRL Reserves Funds are invested in low interest Money Market Funds with the Municipal Finance Authority. On March 19th, the Board of Trustees approved a portion of reserve funds to be invested in higher return Bond Funds followed by a one-year fixed term investment with a bank offering the highest rate of return. While remaining funds will be left in MFA Money Market Funds, which allows for next-day withdrawal, VIRL plans cash management appropriately to meet project demands and can responsibly allocate a portion to a low-risk, high-return investment strategy.

Amendment to Meals and Accommodation Rates: Approximately every two years, VIRL participates in an audit of reimbursement rates to ensure that rates are comparable to other organizations. Information received from 38 member municipalities and regional districts showed VIRL rates to be comparable, less meals and private accommodation rates which were lower than average. The Board of Trustees approved a \$2 increase to the lunch expense only. The private accommodation rate was increased by \$7/night, in an effort to reduce overall expenses and incentivize private accommodation as opposed to hotel accommodation.

Consolidated Facilities Master Plan - Update: The Board of Trustees received an update on the outstanding health and safety issues that were originally identified as a part of the approved 10-year [Facilities Master Plan](#). The issues included general health and safety, seismic and lighting maintenance issues. In summary, all issues have been identified and addressed in VIRL-owned facilities. Where landlord-related issues have been identified, they have been relayed to the landlords for remediation.

Strategic Plan Update

Your Voice. Your Library.

VIRL's **Strategic Plan** is the catalyst to gathering the public, the Board and staff together towards a common vision, direction and goal. A clear strategic plan provides valuable information for the development of financial and future planning, unites staff in developing programs and services that meet the needs of the community, and provides a measure for success as VIRL strives to accomplish its mission of enriching lives and communities through universal access to knowledge, lifelong learning and literacy.

With the [2011-2015 Strategic Plan](#) coming to a close, VIRL staff are now preparing the next chapter in VIRL's story in the 2016-2020 Strategic Plan. With direction from the Board, and the facilitation of a consultant, VIRL has gained invaluable input from [public consultation sessions](#) at each of the communities VIRL serves, customer surveys (online and in the branch), staff surveys, community partners and local organizations and the Board of Trustees:

41 community consultation sessions

1,220 public survey responses

131 staff surveys

120 community partner responses

A guiding principle in VIRL's long-range planning is that all voices in the communities VIRL serves be heard. With further input provided by the Board, VIRL staff are preparing the final results in a document that will shape VIRL's long-range planning for its libraries.



His Worship Mike Ruttan
Mayor
City of Port Alberni
4850 Argyle St.
PORT ALBERNI BC V9Y 1V8

RECEIVED

APR 15 2016

CITY OF PORT ALBERNI

Files Closed from January 1 to March 31, 2016

City of Port Alberni

1. Requests for Information or Assistance	0
2. Complaints with No Investigation	1
<i>a. Assistance and/or referral</i>	0
<i>b. Refused (discretion)</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	1
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
<i>c. Statute barred (FIPPA, Police Act, etc.)</i>	0
<i>d. Not a matter of administration</i>	0
<i>e. Pre-empted by existing statutory right of appeal, objection or review</i>	0
3. Complaints Investigated	0
<i>a. Not a matter of administration</i>	0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>c. Investigation ceased (discretion) - No findings</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
• Complaint settled	0

ENTERED

d. Investigation completed - Findings - Substantiated

- Remedied in whole 0
- Remedied in part 0
- Not remedied 0
- Recommendations made - remedy to be implemented over time 0

e. Investigation completed - Findings – Not substantiated

0

4. Ombudsperson Initiated Investigations**0****a. Investigation ceased (discretion) - No findings**

0

b. Investigation completed - Findings - Substantiated

- Remedied in whole 0
- Remedied in part 0
- Not remedied 0
- Recommendations made - remedy to be implemented over time 0

c. Investigation completed - Findings – Not substantiated

0



Jay Chalke
Ombudsperson
Province of British Columbia

07/04/2016

RECEIVED

APR 14 2016

Catalyst



April 12, 2016

City of Port Alberni
City Hall
4850 Argyle Street
Port Alberni, BC V9Y 1V8

CITY OF PORT ALBERNI

Catalyst Paper Corporation
2nd Floor, 3600 Lysander Lane
Richmond, British Columbia
Canada V7B 1C3

Attn. Mayor Mike Ruttan and Council,

Tel: 604 247 4400
Fax: 604 247 0512

Catalyst is proud to share our 2015 Sustainability Report.

This Report covers a year of tremendous change for Catalyst. The company nearly doubled in size with the purchase of two U.S. mills, which expanded our geographic scope and marketplace presence. Through the acquisition and integration process, we continued to operate our facilities conscientiously with the goals of reducing resource use and emissions, and improving safety performance and stakeholder outreach.

We have worked hard to maintain Catalyst's established track record of collaboration to ensure sustainable sourcing of wood fibre and other inputs; minimization of emissions impacts from our manufacturing operations; engagement with employees and communities transparently and respectfully; and quality products that customers can use with confidence. Our underlying goal is responsibly produced pulp, paper and power.

Key 2015 highlights:

- 2,625 employees, total production capacity of 2.3 million tonnes and total sales of CAN \$2 billion
- Nine straight years on Corporate Knights' listing of Canada's Top 50 corporate citizens
- Nearly **\$100 million** spent with local vendors on **Vancouver Island**, nearly **\$500 million** in the **Lower Mainland**, and **\$664 million across B.C.**, and with a **\$1 billion overall economic impact in Canada**
- We directly employ more than 1,500 people at our three B.C. mills, Surrey Distribution Centre and Richmond head office

Energy, Carbon & Fibre:

- Powell River's new G13 turbine increased our green energy generation capacity and will reduce electrical costs by \$4.7 million a year
- Crofton mill's registration to the ISO 50001 energy management standard, the first pulp and paper facility in North America to do so
- Renewable energy use at our Canadian mills is between 89 and 93 per cent
- Our Canadian mills have reduced their direct greenhouse gas emissions by 85 per cent in absolute terms since 1990
- After 18 years of effort, we're particularly proud of signing the Great Bear Rainforest Land Use agreement grounded by unparalleled cooperative solution-building between industry, ENGOs, government, First Nations and community partners, with 3.1 million hectares of this globally unique coastal area left untouched

We encourage you to learn more about our commitment to sustainability by reading the enclosed report. For more information on our environmental track record, please visit www.catalystpaper.com/sustainability.

With kind regards,

Len Posyniak,
Senior Vice President Corporate Services & Human Resources

SENIORS ADVISORY COMMITTEE
Minutes of Meeting Thursday 11 February 2016
4:30 pm in the City Chambers

Attendees: Councillor Denis Sauve
Bill Randles

Susan Barnett
Lorraine Kemp

1. Introduction

In the absence of the chairperson the meeting was chaired by Denis Sauve. The minutes of the 16 January 2016 were accepted and passed with no changes as moved by Denis Sauve and seconded by Susan Barnett.

2. Old Business

Councillor Sauve advised the committee that the city has sent a letter to the Minister of Health with respect to the lack of senior housing in Port Alberni.

The Alberni Valley Hospice Society has planned a series of on-going workshops to address Advance Planning. This is free and participants register directly with AV Hospice Society.

The Fraud and Elder Abuse workshop will be held at the Echo Centre 23 March 1-3 pm with Denis Sauve and Darren Saare presenting. No preregistration is required.

3. New Business

There was a discussion about the proposal from the Alberni Valley Stakeholder's Initiative that there be a Senior- specific housing committee. This would focus solely on senior's housing working with government and interested partners to address the needs of this rapidly growing sector. This was presented to city council and adopted with a budget of \$10000. It was referred to city staff for further study. The scenario is occurring where the increased taxes on property are forcing seniors out of their homes with nowhere to go to. The committee would bring these issues to the province. Island Health operates as a monopoly but does not have the flexibility that is required to keep seniors in their homes and their own communities.

Bill Randles moved and seconded by Susan Barnett that the chair invite Patty Edwards and Janice Nairn, author of the report, to our next SAC meeting so we may benefit from their advice. This motion was passed.

4. Observers

Present today were Pat Kermeen and Toosha Houle from the board of Heritage Place. They were asking about lines of communication on the issues of donated property as they were aware of an individual wanting to donate property for senior housing. Mr Save explained that property was not the problem; rather it is the on-going support that is the issue holding back

development. VIHA must make a commitment to support such housing as private care is too expensive for most seniors in this area.

5. Adjournment

The meeting was adjourned at 5:00 pm and the next meeting will be held 14 April 2016.

Darren Saare, Chair

Davina Hartwell, City Clerk



Tim Pley, City Manager
4850 Argyle Street
Port Alberni, BC V9Y 1V8

April 18th 2016

Dear Mayor and Council of the City of Port Alberni

As one of North America's leading property assessment providers, we are always striving to ensure fairness and equity with our assessments. To achieve this goal, BC Assessment uses a number of innovative methods to ensure our data is up-to-date and correct. This includes street front photography, aerial imagery, online validation and requests for information through the mail.

Securing reliable information on all properties throughout the province is essential to providing our customers with high quality assessment services. For British Columbia's property owners, real estate is a major asset. Knowing that your property's assessed value is an accurate reflection of market value is key in making fully informed property related decisions.

This year, BC Assessment has sent 6098 requests for information through the mail to property owners within your community.

Please note that BC Assessment is authorized to request information from a property owner or occupier under Sections 15 & 16 of the *Assessment Act*, 'by notice served personally or sent by mail'. All BC Assessment property owner data is collected, recorded and maintained in compliance with the province's Freedom of Information and Personal Privacy (FOIPA) legislation.

As always, our e-value **BC** service for searching, checking and comparing properties is free and accessible at bcassessment.ca for public use. I have also enclosed a *Frequently Asked Questions* guide regarding the property data updates and validations that we are seeking from property owners. If you have any further questions or any concerns relayed to you from property owners within your community, please feel welcome to contact me or your local Assessor, Reuben Danakody, at:

John Green, Director of Property Data Accuracy
Tel. 1.866.825.8322 loc.15261 or john.green@bcassessment.ca

Reuben Danakody, Assessor for Vancouver Island Region
Tel. 1.866.825.8322 loc.01236 or reuben.danakody@bcassessment.ca

Sincerely,
John Green, Director of Property Data Accuracy, BC Assessment



BC ASSESSMENT Property Data Accuracy - Property Owner Validations

BC Assessment Ensuring Fairness & Accuracy for Property Owners Frequently Asked Questions

What is BC Assessment?

BC Assessment is a provincial Crown corporation that classifies and values all real property in British Columbia. Each year, BC Assessment sends property owners a Property Assessment Notice telling them the fair market value of their property as of the uniform valuation date of July 1 in the prior year.

What is an assessment?

An assessment is the determination of a property's market value, classification and applicable exemptions each year. In early January, property owners receive a BC Assessment Property Assessment Notice showing the property's value, class and applicable exemptions. This assessment is the basis used by taxing authorities for determining the share of municipal and provincial property taxes owners will pay.

What is market value?

Market value for assessment purposes in British Columbia is the most probable price of a property in an open market between a willing purchaser and seller.

How is an assessment of property made?

BC Assessment has professional appraisal staff and an extensive database that is periodically updated with information gathered through appraisal inspections. Municipal and provincial agencies inform BC Assessment of land title changes, building permit approvals and zoning adjustments. BC Assessment also considers a property's unique characteristics, including location, size, layout, shape, age, finish, quality, carports, garages, sun decks and condition of buildings.

Why did I receive a request to update my property details?

In an effort to ensure the information BC Assessment uses to set assessed values is as accurate as possible, a request to update property details is often included with Property Assessment Notices. By following the steps outlined on that request, you are helping to ensure your assessment is accurate.

What other methods does BC Assessment use to confirm or correct property details?

In addition to those described above, BC Assessment collects property details through home inspections, municipal permit information, building plans, satellite and street front imagery, orthographic imagery and a variety of other methods.

Is everyone receiving this request?

Each year, selected neighbourhoods are asked to partner with us in validating their property details. The methods used to validate property details include: a request sent through the mail, a request included with Property Assessment Notices, or a visit by a BC Assessment appraiser. Additionally, any homeowner who wishes to confirm or correct their property details published on e-valueBC is encouraged to do so following the steps outlined in the "How do I update my property details".

Is BC Assessment entitled to request this information? Will my personal privacy be protected?

Yes - Sections 15 and 16 of the *Assessment Act* permit BC Assessment to ask property owners for information to ensure fair and equitable assessments. All BC Assessment property owner data is collected, recorded and maintained in compliance with the province's Freedom of Information and Personal Privacy (FOIPA) legislation.

April 18, 2016

IPL, Franklin River Crew Press Release

The Franklin River Crew and Port Alberni are under siege by Western Forest Products (WFP). This letter comes from and expresses the views and positions of the crews and their families. Since the New Year, Franklin Crews have been out of work as victims of a rate dispute between Island Pacific Logging (IPL) and WFP. From the beginning WFP put Steelworker members in a hostage situation stating hourly workers could not return to their jobs until the rate dispute between IPL and WFP was resolved. WFP would not consider a retroactive option, effective when the rate dispute was resolved and letting crews return while those negotiations were ongoing. Instead, WFP chose to place all the wage earning employees and their families in financial jeopardy. The Steelworkers leadership has persisted in trying to find an interim solution to get workers back on the job but WFP has coldly chosen to find fault and turn down every proposal. The response from WFP was that only if the crew would accept a list of concessions to the already signed and agreed to Collective Agreement of 2014, the crew could then return to work.

This does not sound much like the mature approach of working together that WFP claims to embrace in their letter to the Alberni Valley News Editor.

Having been laid off in Mid-December 2015, workers are already four months off the job with no solution in sight. How long can we expect this abuse by a Company logging our own British Columbia public lands to continue?

Sincerely the Franklin Crew

From: Raymond Lawson [<mailto:Raymond.Lawson@TELUS.COM>]
Sent: Tuesday, April 19, 2016 10:39 AM
To: Mike Ruttan
Subject: TELUS Wise Community Message for Vancouver Island Mayors & Councillors

TELUS WISE



Dear Mayor Mike Ruttan and councillors,

As the General Manager for TELUS Vancouver Island I'd like to take a moment to share some information that will be of interest to your community. **TELUS WISE** (Wise Internet and Smartphone Education) engages Canadians of all ages in a discussion about Internet and smartphone safety. The program, which is offered free-of-charge to all Canadians, launched in October 2013 and has been endorsed by the Canadian Association of Chiefs of Police (CACP).

So far, more than 900,000 Canadians have participated, including over 270,000 British Columbians.

Participation in TELUS WISE

1. Sessions for TELUS WISE may be booked by your constituents (schools, parents, community groups, seniors) or your staff by contacting Shelly Smith (Shelly.Smith@telus.com)
2. Take time with your family to visit telus.com/wise and check out TELUS WISE online. If you have kids in your life visit telus.com/wisefootprint with them and take the Footprint Challenge together.
3. Join us on Twitter using **#TELUSWISE** to engage Canadians in this important discussion.
4. Co-brand TELUS WISE materials for distribution to your constituents.

Overview

TELUS WISE is a program for adults (including parents, educators and seniors), which provides access to:

- Seminars — TELUS WISE Ambassadors host one-hour seminars engaging participants in a discussion about Internet and smartphone safety and security. These seminars are also available for TELUS business customers, community investment partners, parent groups and community associations.
- A virtual community — www.telus.com/wise provides users with great resources, articles and training around Internet and smartphone safety and security for their families.
- TELUS Learning Centres — Learning Specialists in more than 500 exclusive TELUS locations provide personalized, one-on-one guidance to customers on Internet and smartphone safety and security.

TELUS WISE footprint is an **online digital citizenship program** for kids ages 7 through 14. It provides a multi-faceted experience for teens and tweens to learn how to become good digital citizens and keep their digital footprint clean, including hosting TELUS WISE footprint seminars at schools across the country and bi-lingual comic books.

TELUS WISE in control (www.telus.com/wiseincontrol) focuses on engaging senior high and post-secondary students on how to protect and positively grow their online reputation, including hosting 1 hour interactive sessions at high schools and post-secondary institutes across Canada.

In addition, with the ongoing collaboration of our partners, we have delivered important educational materials such as:

- **Helping our kids use their smartphone safely guide**
- **Helping our kids navigate their wired world**
- **Privacy matters guide**
- **Distracted driving guide**
- **Helping Canadian adults navigate their wired world**
- **Tip sheets** produced in English, French, Chinese, Punjabi and Spanish
- **TELUS WISE footprint comic / activity books**

I hope you find this information valuable. Please contact **Shelly Smith** if you have any questions or want to participate in this important program.

Regards,

A handwritten signature in black ink, appearing to read "Ray", with a long, sweeping horizontal stroke extending to the right.

Ray Lawson
General Manager, TELUS Vancouver Island
Customer Solutions Delivery
Vancouver Island
W: (250) 388-8300
C: (250) 889-2366



B.C. Government and Service Employees' Union
A component of NUPGE (CLC)

TF ✓copy: Scott Smith

RECEIVED
APR 20 2016
CITY OF PORT ALBERNI

April 14, 2016

Mayor Mike Ruttan
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Mayor Ruttan

As president of the B.C. Government and Service Employees' Union (BCGEU), I am writing to share my concerns about the sale of wine in grocery stores in your city. At a minimum, I urge you to implement a 1 kilometer distance rule bylaw for all alcohol beverage retailers as other municipalities, such as Kamloops, have done. This ensures there is no proliferation of liquor outlets. In addition, I urge you to consider implementing a six month moratorium on grocery store sales of wine. This will allow for thoughtful consideration of the following:

- Increasing the number and density of liquor retail locations could have unforeseen health and public safety consequences for our communities. The Centre for Addictions Research of BC has already identified 655 more alcohol-related hospitalizations and 31 more alcohol related deaths due to the provincial government's reform of B.C. liquor laws in 2014, which increased access to alcohol. With additional liquor access – in grocery stores – these numbers will only go up.
- Unlike private and government liquor stores, wine on grocery store shelves is not subject to the regulation requiring at least 1 km distance between alcohol retailers. This regulatory omission will lead to a proliferation of alcohol retailers in our communities, which has social implications as well as negative impacts on small businesses.
- Grocery store employees will not receive the same level of training as BC Liquor store employees. They will not be as knowledgeable on the rules and regulations around identification, nor as experienced in spotting false identification. As a result, it may be easier for minors to purchase alcohol at grocery stores than at BC Liquor stores.
- It will be easier for people to shoplift alcohol from grocery stores than from BC Liquor stores; BC Liquor stores are small, with attention paid to ensuring staff have good sightlines to all areas of the store. Grocery stores are larger with tall shelving that blocks sightlines.
- Proponents of wine in grocery stores haven't addressed the issue of staff who are minors. Allowing wine in grocery stores will mean that either minors will be stocking liquor and handling liquor sales, or, if they are restricted from handling alcohol, young people may lose access to grocery store jobs.
- Grocery store sales of alcohol will not always be limited to B.C. wine, cider and sake. The "B.C. only" model is likely to violate our international trade obligations and leave us vulnerable to a trade



challenge. The government of Ontario recently acknowledged this risk. A successful trade challenge would negatively impact our local B.C. wineries, thus impacting many important small, local businesses.

- A successful trade challenge could also lead to the sale of a full range of alcohol products on grocery store shelves, as once the limit to BC VQA wine is struck down, this could open the door to making all alcohol available in grocery stores.

The BCGEU's membership includes approximately 3,800 employees of the Liquor Distribution Branch (LDB), who work in communities throughout the province. Our members at the LDB take social responsibility very seriously – they understand the importance of keeping alcohol out of the hands of minors, and are trained to watch for appropriate I.D. and over-serving.

Our union cares about the communities in which our members live and work. We care about good family-supporting jobs for our members. We care about health, safety and keeping alcohol out of the hands of minors. We care about supporting small businesses and our B.C. wine industry. We strongly urge you to implement a six month moratorium on the expansion on grocery store sales of wine, to allow time to properly assess the potential social and economic ramifications of these sales. We also urge you to implement a 1 kilometer distance rule at the municipal level for all alcohol retailers to ensure there is no proliferation of liquor outlets in our communities.

If you would like further information, or would like to discuss further, please contact Campaigns Officer Earl Moloney at (604) 291-9611 or earl.moloney@bcgeu.ca.

Thank you very much for your time and attention to this matter,

Stephanie Smith
President
BCGEU

cc: Kimberlee MacGregor, Vice President Component 5

SS/EM/pc/MoveUP

TF ✓ copy to: Theresa Kingston
Mark Zenko
Jake Martens

April 18, 2016

Mike Ruttan
Mayor of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

RECEIVED
APR 20 2016
CITY OF PORT ALBERNI

Dear Mayor:

I am writing to request your support as Elections BC begins preparations for the 41st provincial general election on May 9, 2017.

Later this year, District Electoral Officers in each of the province's 87 electoral districts will begin contacting community halls, recreation centres, fire halls, public libraries and other municipal facilities to confirm their availability for use as voting places. Once availability has been confirmed, District Electoral Officers will work with the managers of these facilities to ensure that appropriate security and logistics controls are planned.

Voting days for the 2017 provincial election include advance voting on April 29-30 and May 3-6, as well as general voting on May 9. The hours for each day of voting are 8:00 a.m. to 8:00 p.m.

If you require more information, please do not hesitate to contact Nancy Southcott, Manager, Electoral Operations, at 250-356-8884 or by email at nancy.southcott@elections.bc.ca.

I hope you will make note of the dates mentioned above and that you will share this information with the appropriate representatives for the facilities in your community. I appreciate your assistance in making the voting process accessible to British Columbians.

Sincerely,



Anton Boegman
Deputy Chief Electoral Officer (Electoral Operations)
British Columbia